



LAKEWOOD CITY COUNCIL STUDY SESSION AGENDA

Monday, November 14, 2022

7:00 P.M.

City of Lakewood

Council Chambers

6000 Main Street SW

Lakewood, WA 98499

Residents can virtually attend City Council meetings by watching them live on the city's YouTube channel:

<https://www.youtube.com/user/cityoflakewoodwa>

Those who do not have access to YouTube can call in to listen by telephone via Zoom: Dial +1(253) 215-8782 and enter meeting ID: 868 7263 2373

Page No.

CALL TO ORDER

ITEMS FOR DISCUSSION:

- (3) 1. Joint Community Services Advisory Board meeting. – (Work Plan)
- (4) 2. Review of 2023 Human Services funding recommendations. – (Memorandum)
- (9) 3. Review contract with BERK Consulting for the 2024 Comprehensive Plan Periodic Review. – (Memorandum)
- (28) 4. Review of 2023 Lodging Tax funding recommendations. – (Memorandum)
- (43) 5. Review of 2023 Fee Schedule amendments. – (Memorandum)
- (70) 6. Review of 2022 Accounts Receivable Write-Off's. – (Memorandum)
- (71) 7. Review of 2023-2024 Proposed Biennial Budget. – (Memorandum)

ITEMS TENTATIVELY SCHEDULED FOR THE NOVEMBER 21, 2022 REGULAR CITY COUNCIL MEETING:

- 1. Proclamation declaring November as Native American Heritage month.
- 2. Presentation of the 2022 Governor's Smart Communities Award.
– *Valerie Smith, Deputy Managing Director, Washington State Department of Commerce*

Persons requesting special accommodations or language interpreters should contact the City Clerk, 253-983-7705, as soon as possible in advance of the Council meeting so that an attempt to provide the special accommodations can be made.

3. Authorizing the execution of an agreement with BERK Consulting for the 2024 Comprehensive Plan Periodic Review. – (Motion – Consent Agenda)
4. Accepting a donation from Amazon for the Love Lakewood Yoga and Welcome Walk. – (Motion – Consent Agenda)
5. Approving the 2023 Human Services funding recommendations. – (Motion – Consent Agenda)
6. Approving the 2023 Lodging Tax funding recommendations. – (Motion – Consent Agenda)
7. Approving the 2022 Accounts Receivable Write-Off's. – (Motion – Consent Agenda)
8. This is the date set for a public hearing on the 2023 Comprehensive Plan and Zoning Map amendment docket. – (Public Hearings and Appeals – Regular Agenda)
9. Relating to ad valorem property taxes; establishing the amount to be raised in 2023 by taxation on the assessed valuation of the property of the City; and setting the property tax levy rate. – (Ordinance – Regular Agenda)
10. Amending the 2021-2022 Biennial Budget. – (Ordinance – Regular Agenda)
11. Adopting the 2023-2024 Biennial Budget. – (Ordinance – Regular Agenda)
12. Setting the City of Lakewood 2023 Fee Schedule. – (Resolution – Regular Agenda)

REPORTS BY THE CITY MANAGER

CITY COUNCIL COMMENTS

ADJOURNMENT

Persons requesting special accommodations or language interpreters should contact the City Clerk, 253-983-7705, as soon as possible in advance of the Council meeting so that an attempt to provide the special accommodations can be made.

COMMUNITY SERVICES ADVISORY BOARD

WORK PLAN AND SIGNIFICANT ACCOMPLISHMENTS

Members:

Chair: Edith Owen-Wallace
Vice-Chair: Kyle Franklin
Laurie Maus
Michael Lacadie

Council Liaison:

Councilmember: Linda Farmer

Youth Council Liaison:

Angel Ramirez
Selena Corona Hernandez
Jhoselyn Valenzuela Mendez
Anthony Naranjo

City Staff Support:

Director: Mary Dodsworth
Shannon Bennet, Human Services Coordinator (HSC)
Jeff Gumm, CDBG/HOME Program Manager
Martha Larkin, CDBG/HOME Program Coordinator

Meeting Schedule:

Third Wednesday of the Month, 5:30pm, American Lake Conference Room

Accomplishments:

Date	Topic(s)
1/19	Reviewed 2021 contract performance and reviewed dates and plan for 2023-24 human services application process.
2/17	Meeting cancelled
3/02	Reviewed FY 2022 CDBG/HOME Annual Action Plan memo and funding priorities
4/20	Meeting cancelled
5/18	Reviewed 2023-24 human services funding priorities and application and rating criteria
6/15	Incorporated Council feedback into human services funding priorities and application rating criteria.
7/13	Reviewed human services funding applicant workshop materials
8/17	Meeting cancelled
9/21	Conducted virtual interviews with human services applicants
9/28	Deliberated on application ratings and applicant interviews
10/19	Finalized funding recommendations
11/14	Funding recommendations presented to City Council
12/21	Review 2022 contract performance for human services organization

(Current Year) Work Plan:

1.	2022 human services contract performance
2.	2023-24 human services allocations process and funding recommendations
3.	Approve FY 2021 CAPER
4.	Public hearing on community development, housing and services needs
5.	FY 2022 CDBG/HOME funding strategies
6.	2022 human services contract performance



TO: Mayor and City Council

FROM: Shannon Bennett, Human Services Coordinator

THROUGH: John Caulfield, City Manager *John E. Caulfield*

DATE: November 14, 2022

SUBJECT: Human Services Funding Recommendations

ATTACHMENTS: A. 2023/24 Human Services Funding Recommendations
B. Five Biennium (10-year) Human Services Funding History

SUMMARY

Since incorporation the City of Lakewood has been a consistent human services funding source using 1% of its general funds to support services and programs assisting Lakewood's most vulnerable residents. Although funding levels and programs have varied over the last ten (10) years, the City has managed to address the complex needs of an ever-changing community. The Community Services Advisory Board (CSAB) completed their application process and is presenting their 2023/24 funding recommendations.

BACKGROUND

In May the City started preparing for the 2023/24 Human Services funding process.

- May 11 –Community Collaboration reviewed funding strategies and community needs.
- June 2 –Lakewood Promise Advisory Board (LPAB) reviewed funding strategies and community needs.
- June 13 – City Council approves funding priorities, application and rating tool and facilitating a two (2) year funding cycle; second year funding based on year one (1) performance.
- July – Public notices and outreach
 - ✓ City website (human services page) and Sub Times
 - ✓ TNT Public Notices
 - ✓ Social Media (Facebook pages)
 - ✓ General Announcement to interested parties including agencies funded in 2022, Lakewood's Promise and Community Collaboration (256 Mail Chimp list)
- July 18 - Released a request for proposals.

- July 22 – conducted a virtual workshop for applicants.
- August 26 – received twenty-four (24) proposals requesting \$591,446. Anticipated funding: \$405,000.
- September - CSAB rates applications
- September 21 - virtual applicant interviews conducted
- September 28 - CSAB deliberates on application ratings and applicant interviews.
- October 19 – CSAB finalizes funding recommendations
- November 14 – CSAB provides recommendations for 2023/24 allocations to the City Council (“Council”)

Funding Strategies

Council approved the following funding strategies.

- Emotional Supports and Youth Programming: “Direct services for children and youth”.
- Access to Food: “Providing or distributing food to Lakewood youth and families in a variety of ways”.
- Access to Health and Behavioral Health: “Access to healthcare services”.
- Housing Assistance & Homelessness Prevention: “Preventing homelessness in our community”.
- Crisis Stabilization and Advocacy: “Making community connections and referrals to advocacy and support services”

CURRENT STATUS

Funding Deliberations

CSAB members individually scored the applications. The proposals were ranked in order by average score. Program funding requests far exceeded the available resources so CSAB created the following criteria used for recommending specific dollar amounts per program proposal:

1. Proposals scoring between 42-46 points received up to \$25,000*;
2. Proposals scoring between 37-41 points received up to \$22,500;
3. Proposals scoring 33-36 points received up to \$15,000; and
4. Proposals scoring below thirty-three (33) points will not be funded.

Agency Requirements

All programs sponsor agencies recommended for funding meet the following criteria:

- Requested funds are for serving Lakewood residents only;
- Proposed service fulfills an identified community need;
- Proposed service meets City funding strategies;
- Partnerships are in place to avoid duplication of effort;
- Service locations are easily accessible to Lakewood residents;
- Demonstrates the ability to track performance and measure service outcomes;
- Demonstrates the ability to meet the City’s contracting standards and reporting requirements, including financial audits and liability insurance;
- Maintains an appropriate balance between administration overhead & program costs;
- Demonstrates good standing with the IRS; and,
- Demonstrates an active and engaged board of directors.

*YMCA not recommended for 2023/24 funding based on current program status.

The CSAB is recommending twenty-one (21) programs for 2023/24 human services funding for Lakewood City Council consideration. Program funding recommendations range from \$15,000 to \$25,000 plus an allocation to support Lakewood's Promise.

NEXT STEPS

- November 21st - Council approves Human Service funding and CSAB funding recommendations.
- November through December – Contract development
- January, 2023 – Contract readiness meeting with all agencies to prepare for 2023/24 funding

ATTACHMENTS

Attachment A: CSAB recommended funding programs and associated amounts.

Attachment B: Five biennium (ten year) Human Services funding history 2013 to present. The top of the chart highlights in green the organizations that have consistently received funding for the past ten (10) years or five (5) biennium. The chart lists organizations in descending order by number of biennium's during which they have received human services funding.

ATTACHMENT A: 2023/24 HUMAN SERVICES FUNDING RECOMMENDATIONS

APPLYING ORGANIZATION	AVERAGE SCORE	REQUESTED (\$591,446)	CSAB Recommends	\$ 435,000.00	FUNDING AREA	JUSTIFICATION STATEMENTS
Lakewood's Promise		\$ 32,650.00	\$ 32,650.00	\$ 402,350.00		HS Coordinator; Youth Summit; Promise initiatives
Lindquist Dental Clinic	45.0	\$ 25,000.00	\$ 25,000.00	\$ 377,350.00	Health/Behavioral Health	
Rebuilding Together South Sound	43.0	\$ 25,000.00	\$ 25,000.00	\$ 352,350.00	Housing/Homelessness	
Communities in Schools	42.0	\$ 25,000.00	\$ 25,000.00	\$ 327,350.00	Emotional Support/Youth	
Community Healthcare	41.0	\$ 15,000.00	\$ 15,000.00	\$ 312,350.00	Health/Behavioral Health	
YMCA	41.0	\$ 10,000.00	\$ -	\$ 312,350.00	Emotional Support/Youth	Did not submit 2021 Q4 and 2022 Q1 & Q2 billings, which is perceived to mean a lack of need for funds.
The Rescue Mission	40.0	\$ 15,000.00	\$ 15,000.00	\$ 297,350.00		
LASA (Hygeine Stations)	40.0	\$ 25,000.00	\$ 22,500.00	\$ 274,850.00	Housing/Homelessness	
Multicultural Child and Family Hope Center	40.0	\$ 35,000.00	\$ 22,500.00	\$ 252,350.00	Access to Food	
Emergency Food Network (Co-op)	40.0	\$ 25,000.00	\$ 22,500.00	\$ 229,850.00	Access to Food	
Emergency Food Network (Food Delivery)	40.0	\$ 25,000.00	\$ 22,500.00	\$ 207,350.00	Access to Food	
Nourish Pierce County	40.0	\$ 25,000.00	\$ 22,500.00	\$ 184,850.00	Access to Food	
Rebuilding HOPE! Sexual Assault Center	40.0	\$ 46,062.41	\$ 22,500.00	\$ 162,350.00	Crisis Stabil./Advocacy	
Asian Pacific Cultural Center	39.0	\$ 25,000.00	\$ 22,500.00	\$ 139,850.00	Emotional Support/Youth	
Children's Therapy Center	39.0	\$ 25,000.00	\$ 22,500.00	\$ 117,350.00	Emotional Support/Youth	
Oasis Youth Center	39.0	\$ 20,000.00	\$ 20,000.00	\$ 97,350.00	Emotional Support/Youth	
YWCA	39.0	\$ 25,000.00	\$ 22,500.00	\$ 74,850.00	Crisis Stabil./Advocacy	
LASA (Emergency Shelter)	39.0	\$ 15,000.00	\$ 15,000.00	\$ 59,850.00	Housing/Homelessness	
Pierce County AIDS Foundation	37.0	\$ 14,850.00	\$ 14,850.00	\$ 45,000.00	Health/Behavioral Health	
St Leo's Food Connection	36.0	\$ 25,000.00	\$ 15,000.00	\$ 30,000.00	Access to Food	
Your Money Matters	35.0	\$ 34,000.00	\$ 15,000.00	\$ 15,000.00	Health/Behavioral Health	
Pierce County Project Access	34.0	\$ 36,000.00	\$ 15,000.00	\$ -	Housing/Homelessness	
Support The Enlisted Project, Inc. STEP	32.0	\$ 25,000.00	\$ -	\$ -	Housing/Homelessness	National organization. Other similar services provided locally.
Prince of Peace Lutheran Church (Loaves & Fishes)	32.0	\$ 50,000.00	\$ -	\$ -	Access to Food	Did not submit a complete application packet. Numbers were incorrect and cost per unit was high. Similar services provided through multiple programs
Prince of Peace Lutheran Church (Food Closet)	23.0	\$ 533.40	\$ -	\$ -	Access to Food	Did not submit a complete application packet. Numbers were incorrect and cost per unit was high. Similar services provided through multiple programs
	TOTAL	\$ 624,095.81	\$ 435,000.00			

Attachment B: 5 BIENNIUM (10 YEAR) HUMAN SERVICES FUNDING HISTORY (2013-2022)

Organization	Program or Services	2013/14 Biennium	2015/16 Biennium	2017/18 Biennium	2019/2020 Biennium	Current Biennium
Boys and Girls Club Lakewood	After School Programs Youth 8 - 18	\$ 20,000.00	\$ 24,000.00	\$ 25,000.00	\$ 40,000.00	\$ 42,500.00
Catholic Community Services	Emergency Housing	\$ 40,000.00	\$ 28,000.00	\$ 32,000.00	\$ 30,000.00	\$ 28,000.00
Communities in Schools	After School Program	\$ 30,000.00	\$ 49,000.00	\$ 46,500.00	\$ 35,000.00	\$ 52,500.00
Community Health Care	Primary Medical Care + Tillicum	\$ 15,000.00	\$ 24,000.00	\$ 5,000.00	\$ 40,000.00	\$ 28,000.00
Emergency Food Network	Food Distribution Program	\$ 40,000.00	\$ 43,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Lakewood's 5 Promises to Youth	Youth Services Coordination	\$ 52,000.00	\$ 43,000.00	\$ 43,000.00	\$ 50,000.00	\$ 25,000.00
Nourish Pierce County	Food Banks Program	\$ 30,000.00	\$ 33,500.00	\$ 50,000.00	\$ 40,000.00	\$ 50,000.00
Pierce County AIDS Foundation	Oasis Youth Center	\$ 16,000.00	\$ 12,000.00	\$ 14,000.00	\$ 25,000.00	\$ 32,500.00
Rebuilding Together South Sound	Rebuilding Together Program	\$ 16,000.00	\$ 33,500.00	\$ 20,000.00	\$ 28,000.00	\$ 28,000.00
Lindquist Dental	Children Dental Services	\$ 20,000.00	\$ 21,000.00	\$ 29,000.00	\$ 28,000.00	\$ 30,000.00
St. Leo's Food Connection	Mobile Food Program	\$ 24,800.00	\$ 18,000.00	\$ 10,000.00	\$ 32,000.00	\$ 50,000.00
YWCA Pierce County	Domestic Violence Shelter, Legal, Child Services	\$ 24,800.00	\$ 36,000.00	\$ 50,000.00	\$ 60,000.00	\$ 36,000.00
Organization	Program or Services	5 out of 5 Bienniums				
Pierce County AIDS Foundation	Medical Case Management	\$ 24,000.00	\$ 22,500.00	\$ 18,000.00	\$ 20,000.00	
St. Leo Food Connection	Summer Meals Program	\$ 4,000.00	\$ 6,000.00	\$ 5,100.00	\$ 28,000.00	
Greater Lakes Mental Health	Behavioral Health Team & Emergency Assistance		\$ 63,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Rebuilding Hope; Sexual Assault Center	Advocacy and Therapy		\$ 18,000.00	\$ 30,500.00	\$ 28,000.00	\$ 25,000.00
YMCA	Teen Late Night Program		\$ 15,000.00	\$ 20,000.00	\$ 16,000.00	\$ 42,500.00
Tacoma Rescue Mission	Family Shelter	\$ 40,000.00	\$ 24,000.00	\$ 30,000.00		\$ 24,000.00
Organization	Program or Services	4 out of 5 Bienniums				
Pierce College	Lakewood Computer Clubhouse	\$ 40,000.00	\$ 28,000.00	\$ 28,000.00		
Caring for Kids	Ready to Learn Fair & School Supplies	\$ 20,000.00	\$ 20,000.00	\$ 10,000.00		
LASA	Outreach Program Client Center	\$ 17,000.00		\$ 45,000.00	\$ 37,500.00	
South Sound Outreach Services	Outreach Program	\$ 20,000.00	\$ 39,500.00	\$ 40,000.00		
St. Leo's Food Connection	Backpack Program	\$ 5,000.00	\$ 6,000.00	\$ 4,500.00		
Tacoma Community House	Victims Legal Advocacy Program		\$ 24,000.00	\$ 24,000.00	\$ 37,500.00	
Organization	Program or Services	3 out of 5 Bienniums				
Franciscan Health System	Children's Immunization	\$ 29,400.00	\$ 24,000.00			
LASA	Housing for Homeless Families	\$ 30,000.00	\$ 12,000.00			
WWEE (Courage 360)	ReachPlus Employment Program	\$ 15,000.00	\$ 15,000.00			
Pierce County Project Access	Donated Care				\$ 25,000.00	\$ 25,000.00
Organization	Program or Services	2 out of 5 Bienniums				
Organization	Program or Services	One Biennium				
Tillicum Community Center	Emergency Food Assistance					\$ 30,000.00
Asian Pacific Cultural Center	Promised Leaders of Tomorrow					\$ 40,000.00
Good Samaritan Hospital	Caregiver Respite & Support	\$ 19,000.00				
Metro Development Council	Family Support & Treatment Center		\$ 6,000.00			
Pierce County Community Connections	ChildReach Developmental Screening	\$ 15,000.00				
Clover Park School District	Early Learning Consortium	\$ 30,000.00				
Communities in Schools	Champions Mentor	\$ 26,000.00				
Korean Women's Association	We Are Family Home	\$ 10,000.00				
TACID	HELP & ACCESS Programs	\$ 8,500.00				
Beecher's Foundation	Pure Food Kids Project			\$25,000.00		
Centerforce	Community Inclusion for Adults w/Disabilities				\$ 20,000.00	
Community Health Care	Adult Dental Services		\$ 12,000.00			
Mary Bridge Hospital	Children's Grief and Loss Support					
Tacoma PC Health Department	CPSD Dental Services					
Springbrook Connections	Direct Services & Resource Connections					\$ 25,000.00
Making a Difference Foundation	Eloise's Cooking Pot Food Delivery					\$ 31,000.00
		2013/14	2015/16	2017/18	2019/20	2021/22
Grand Total HS Biennial Funding Allocations		\$ 681,500.00	\$ 700,000.00	\$ 704,600.00	\$ 720,000.00	\$ 745,000.00



TO: City Council

FROM: Tiffany Speir, Long Range & Strategic Planning Manager

THROUGH: John Caulfield, City Manager
Dave Bugher, Assistant City Manager, Development Services

DATE: November 14, 2022

SUBJECT: BERK Contract for Services to Support 2024 Lakewood Comprehensive Plan and Development Regulations Periodic Review Process

ATTACHMENT: Draft contract with BERK Consulting for Assistance for 2024 Comprehensive Plan Periodic Review (**Attachment A**)

BACKGROUND

Lakewood, along with every county and city in the state planning under the Growth Management Act (GMA), is required to conduct a “periodic review” (and potential update) of its Comprehensive Plan and development regulations (RCW 36.70A.130(1)).

Lakewood’s next periodic review must be completed by December 21, 2024; future periodic reviews will be conducted every 10 years (2034, 2044, etc.). In addition, Lakewood will be required to complete submit an implementation progress report on key outcomes five years after the review and revision of the Comprehensive Plan (2029, 2039, 2049, etc.).

In addition to maintaining consistency with the GMA and avoiding legal challenges to the Growth Management Hearing Board, cities must be up-to-date with the requirements of the GMA, including the periodic update requirements, to be eligible for grants and loans from certain state infrastructure programs.

Lakewood has recently been awarded a total of \$335,000 in three grants by the Department of Commerce:

- \$175,000 for the 2024 Periodic Review overall that is available through 6/30/24;
- \$110,000 for middle density housing planning that is available through 6/30/23; and
- \$50,000 for climate change planning and implementation that is available through 6/30/23.

Lakewood is also pursuing an additional \$40,000 within the middle density housing grant to be used on enhanced public engagement, but has not yet received confirmation for the funds.

In order to complete the 2024 Periodic Review, it is necessary to hire a consultant. BERK Consulting was engaged in 2022 to assist Lakewood in producing the updated Comprehensive Plan Housing Element, and the City has prepared a contract for BERK to assist with reviewing and updating the remaining items in the review (Attachment A).

DISCUSSION

Comprehensive Plan Periodic Review and Update Tasks

There are five overall tasks counties and cities must take during the periodic update process:

1. Establish a work program (including a public participation plan) and schedule
 - a. The City Council will review and take action on the work plan in January 2023
2. Review, and revise where needed, relevant plans and regulations
3. Conduct a public engagement program throughout the periodic update process
4. Submit notice to the state
5. Take legislative action on proposed amendments

These steps are outlined in more detail below.

1. Work Program and Schedule

It is recommended that the City have a 2024 Periodic Review work program formally adopted by ordinance or resolution. (This can help preclude challenges later on about whether the jurisdiction should have reviewed a particular Comprehensive Plan element or development regulation.) Work must be completed by December 21, 2024.

A summary chart for the Periodic Review process deadlines is included below and will assist in the drafting of a work plan. The City Council will begin review of the work plan on January 9, 2023.

2023 & 2024 Comprehensive Plan Update Processes

PROJECT NAMES + TASK TITLES	START DATE	END DATE
Completed Housing Need Assessment	09/01/23	06/30/23
Updated Draft Housing Element	01/01/23	06/30/23
Updated Draft Housing Development Regulations	01/01/23	06/30/23
Updated Draft Critical Areas Ordinance	11/15/22	06/30/23
2024 Comprehensive Plan Periodic Review Part 2 ('23-'24)	07/01/23	12/31/24
Updated Draft Energy & Climate Change Element	05/01/23	12/31/23
Updated Draft Transportation Element	05/01/23	03/31/24
Updated Draft Tillicum Neighborhood Plan	02/01/23	06/30/24
Updated Draft Development Regulations (Other than Housing)	04/01/23	06/30/24
Recommendations to Planning Commission on 2024 Periodic Review amendments to Comprehensive Plan and Development	02/01/24	06/30/24
Delivery of draft 2024 Periodic Review Plan and Regulation updates to Commerce and PSRC for Certification Feedback	07/01/24	07/31/24
City Council adoption of 2024 Periodic Review Plan and Regulation Updates	07/01/24	09/30/24
Delivery of adopted 2024 Periodic Review Plan and Regulation updates to PSRC for Certification	07/01/24	12/01/24

2. Review Relevant Plans and Development Regulations

The Department of Commerce provides expanded checklists for Comprehensive Plan review. Lakewood will be using these checklists to review existing elements of the Comprehensive Plan as well as the City's development regulations to determine what revisions and updates are needed.

Section I: Comprehensive Plan

LAND USE
HOUSING
CAPITAL FACILITIES
UTILITIES
TRANSPORTATION
SHORELINE
ESSENTIAL PUBLIC FACILITIES
TRIBAL PLANNING
ECONOMIC DEVELOPMENT
PARKS & RECREATION
OPTIONAL ELEMENTS
CONSISTENCY
PUBLIC PARTICIPATION

Section II: Development Regulations

CRITICAL AREAS
ZONING CODE
SHORELINE MASTER PROGRAM
RESOURCE LANDS
ESSENTIAL PUBLIC FACILITIES
SUBDIVISION CODE
STORMWATER
IMPACT FEES
CONCURRENCY & TDM
TRIBAL PARTICIPATION
OPTIONAL REGULATIONS
PROJECT REVIEW PROCEDURES
PLAN & REGULATION
AMENDMENTS

As part of the 2024 Periodic Review, in addition to the required work, the City will also be reorganizing the Comprehensive Plan to be more readable and easily updated in the future.

Optional Comprehensive Plan Elements and Development Regulations

In addition to the GMA-required Comprehensive Plan elements, Lakewood has also adopted three subarea plans and their associated development regulations (Tillicum, Downtown and Lakewood Station District.) The City will be updating the Tillicum Neighborhood Plan and conducting the 2024 biennial review of the Downtown Subarea Plan as part of the 2024 Comprehensive Plan Periodic Review. The first Lakewood Station District Subarea Plan biennial review will be conducted in 2023.

3. Public Participation Plans

RCW 36.70A.035 requires that each Washington city and county establish a public participation program and procedures for amendments, updates, and revisions of Comprehensive Plans and development regulations. This includes establishing procedures for notifying affected and interested individuals and creating a plan for public review and comment.

Lakewood is reviewing public participation software that would allow for more online public engagement than is currently possible through the City's website, social media, and legislative process. More information will be available about the software in early 2023. At a minimum, public outreach will include utilizing the following:

- Lakewood 311 distribution list, website, social media, newsletter, reader boards
- Direct mail
- In-person neighborhood meetings
- ZOOM sessions
- Outreach to Community-Based Organizations
- Outreach to other Lakewood groups and associations
- Periodic Planning Commission and City Council study sessions in 2023 and 2024
- City Boards & Commissions presentations & requests for input

Since 2022, federally recognized tribes are authorized to voluntarily participate in a county or regional planning process under the GMA. The City has an ongoing relationship with the Nisqually Tribe and will provide updates and notice to the tribe throughout the periodic review.

4. Notifying the State

RCW 36.70A.106 states that cities and counties must notify the Department of Commerce of "intent to adopt" an updated Plan or regulations at least 60 days prior to final adoption, which includes sending a copy of the proposed amendments to the department.

5. Adopting Periodic Review Updates

Once the language of the final updates has been agreed upon, the City Council will take formal action indicating that the community has reviewed and evaluated the Comprehensive Plan and is adopting any needed or desired amendments or changes to the Plan and development regulations.

Cities and counties must additionally send a copy of the Comprehensive Plan and development regulations to Commerce within 10 days after final adoption.

Contract with BERK Consulting

Attached is the draft contract with BERK Consulting for the 2024 Periodic Review Process. BERK will be engaged in work funded by all three Commerce grants described above. The funds not used for BERK Consulting's contract will be used for enhanced public engagement work.

ATTACHMENT A

City of Lakewood Comprehensive Plan Update

Scope of Work | November 9, 2022

Overview

The City of Lakewood intends to update the Housing Element of its Comprehensive Plan with a deadline for adoption by June 2024. BERK will support this effort with two phases of work. Phase 1 will include an evaluation of selected existing housing programs with an eye towards the development of possible recommendations for comprehensive plan amendments. Phase 2 will focus on production of the updated Housing Element in close coordination with City staff and grounded in the statutory and policy requirements for the 2024 Periodic Review and the Department of Commerce Missing Middle Housing Grant focus.

Phase 2 also includes engagement efforts to vet the Climate Change Element implementation strategy with the public and stakeholders. Updating the Tillicum Neighborhood (subarea) Plan will be a focus for engagement as well, and will benefit the Missing Middle Housing evaluation and recommendations. Last, the effort will culminate in a periodic review of the Comprehensive Plan.

Task 1, Phase 1: April 2021 – September 2022

Task 1-1. Kick-Off and Project Management

BERK will facilitate a kick-off meeting with City staff to clarify project needs and schedule. Based on this meeting, BERK will finalize the workplan and budget.

Task 1-2. Current Housing Needs Assessment

BERK will analyze available data to assess current gaps in the housing supply when comparing housing needs by income level to the affordability of the current housing stock. We will also address selected themes such as incomes and cost burden by tenure or household type to help quantify different kinds of needs that aren't being met by the current market. This work will help inform the analysis and recommendations in Tasks 1-3 and 1-4. It will also be integrated with the projected housing needs assessment in Task 1-7.

Task 1-3. Evaluate Selected Housing Programs and Regulations

BERK will conduct a high-level evaluation of two housing programs to inform recommendations to increase the effectiveness in achieving the City's housing goals. These evaluations would include review of available data, targeted interviews with program staff and key stakeholders, and proforma analysis to evaluate impacts of programs on the development feasibility under current and anticipated market conditions.

Task 1-3.1 Evaluate Effectiveness of Current Multifamily Tax Exemption Program

- Review available city permit data to evaluate usage of the program over the last six years. Summarize unit types and locations (zones and residential target area). Summarize typical affordability level of these new units compared to AML.
- Conduct example proforma analysis based on the current and anticipated rental market conditions to determine if the subsidy is necessary to encourage new market-rate development. In other words, would the City likely see a decline in multifamily development if the MFTE program were modified to require setting aside income-qualified units? And would this change have a negative impact on the availability of moderate-cost housing?
- Assess current residential target areas and whether expansions or new designated areas are warranted.
- Summarize findings in a technical memo.

Task 1-3.2 Evaluate Housing Incentives Program and Options for Update

- Review current Housing Incentives Program (18A.90.020) and available data about usage of incentives over past six years.
- Review market data and other studies to determine if there are examples of multifamily developers in Pierce County that have built mixed-income developments using MFTE and/or other incentives.

- Conduct proforma analysis to determine the relative impacts of each incentive on development feasibility for a mixed-income project compared to a 100% market rate project.¹ Determine if the incentives are sufficient to increase rate of return.
- Develop a proposed scenario with potential modifications to the Housing Incentives Program, including a 20-year MFTE option in return for setting aside income-qualified units.
- Interview City staff and affordable housing developers to identify potential non-financial barriers to encouraging mixed-income affordable housing production in Lakewood.
- Summarize findings in a technical memo.

Task 1-3.3. Develop Recommendations for Comprehensive Plan and Code Amendments

Based on a review of findings from Tasks 1-3.1 and 1-3.2 with City staff, as well as consideration of City priorities, BERK will develop one or more recommendations for comprehensive plan and code amendments. These recommendations will be developed in collaboration with City staff. BERK will support staff through the adoption process by conducting additional analysis needed to support the recommendation(s), creating a technical memo of findings, and presenting to the Planning Commission and/or City Council.

Task 1-4. Identify Strategies for Effective Regional Collaboration

Lakewood is participating in a new intergovernmental affordable housing initiative called the South Sound Housing Affordability Partners (SSHAP). The partnership is in its set-up phase and identifying its initial workplan. The City would like information on how best to participate in and leverage the regional collaboration to achieve its affordable housing goals.

BERK will meet with City staff to clarify the City's specific information needs related to intergovernmental housing initiatives and what it hopes to achieve by participating in the collaboration. Based on this conversation, BERK will collect information, project examples, and insights about implementation from other regional collaborations such as the Regional Coalition for Housing (ARCH housing) in East King County and the South King County Housing and Homelessness Partnership (SKCHHP) in South King County, among others. Research activities will include desk research and interviews with project administrators or collaboration members. BERK will synthesize the findings and develop recommendations for participating in the collaborative and evaluating new opportunities that emerge as part of SSHAP. Findings will be presented in a technical memo.

¹ See [Pierce County Affordable Housing Incentives Evaluation](#) for an example. Particularly slides 14-15.

Task 1, Phase 2: October 2022 – June 2023

Task 1-5. Phase 2 Housing Element Engagement

The following tasks align with the Lakewood Missing Middle Grant. BERK will complete each listed step to prepare a deliverable that fits the grant requirements.

- Step 1-5.1 Conduct 6-8 pre-engagement interviews with local community-based organizations around engagement capacity, best practices for community outreach and feedback on housing needs within Lakewood.
- Step 1-5.2 Develop initial community engagement plan based off pre-engagement findings and in partnership with the City of Lakewood in mitigating identified barriers for participation.
- Step 1-5.3 In partnership with community-based organizations, refine community engagement plan as needed, prepare informational material for the public, and conduct public outreach efforts.

Deliverables:

- 6-8 pre-engagement interviews.
- Public Engagement Plan, draft and final after one round of review. Activities may be amended over time as the plan progresses provided that plan changes are mutually agreed.
- Public Engagement Results, preliminary draft and revised for decision maker review.

Task 1-6. Housing Element Audit

BERK will review the housing goals, objectives, and policies in the current Housing Element to answer the following questions:

- Are there portions of the plan inconsistent with GMA, Pierce County Countywide Planning Policies, or other applicable state, regional, or local laws?
- What additional topics need to be addressed to comply with HB 1220 changes to the GMA?
- Which portions of the element need to be updated to reflect current conditions?
- Are any goals and policies too general, too specific, unclear, or inconsistent with current needs?
- Are there any updates that would make the element more effective or implementable?

BERK will summarize audit results in a report that identifies recommended revisions, consultant and staff responsibilities, and a timeline for completion. This will support the Missing Middle Grant Step 2 assessment.

Task 1-7. Projected Housing Needs Assessment

Task 1-7 provides an updated housing needs assessment consistent with recent Growth Management Act laws and Commerce Guidance.

- Task 1-7.1. BERK will **collect and analyze data** to prepare an **updated housing needs assessment** consistent with the updated requirements for RCW 36.70A.070(2). This will include the following topics:

Topic	Source
Population projection	Pierce County Countywide Planning Policies
Projected housing needs by income level	Countywide projections and guidance for disaggregation will be available from WA Dept of Commerce (Commerce), expected January 2023. BERK would provide support to Lakewood as needed during any city-county process to disaggregate projected needs by city.
Existing and projected housing needs for emergency housing, shelters, and permanent supportive housing	Commerce will release data for counties by January 2023. BERK would provide support to Lakewood as needed during any city-county process to disaggregate projected needs by city.
Land capacity	BERK analysis of Pierce County Buildable Lands Report (2021) to address new requirement to determine capacity for projected needs by income level as well as emergency and permanent supportive housing and moderate density housing. Relevant guidance from Commerce forthcoming (Jan 2023).

BERK will prepare a **Racial Equity Report** consistent with Missing Middle Grant Step 2, renumbered below:

- Step 1-7.2 Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including: zoning that may have a discriminatory effect; disinvestment; and infrastructure availability.
- Step 1-7.3 Identify areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations.
- Step 1-7.4 Evaluate displacement risk of very low, low, and moderate income households.
- Step 1-7.5 Evaluate displacement risk of individuals from racial, ethnic, and religious communities which have been subject to discriminatory housing policies in the past.
- Step 1-7.6 Evaluate displacement risk of locally owned businesses.
- Step 1-7.7 Develop policies and regulations to address and begin to undo the impacts of local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing.

- Step 1-7.8 Develop anti-displacement strategies, including strategies to minimize displacement of low-income residents resulting from redevelopment.
- Step 1-7.9 Develop anti-displacement policy documents that include a schedule of programs and actions to implement the anti-displacement strategies including a timeline.

BERK will complete Step 3 of the Missing Middle Grant and prepare a **Missing Middle housing staff report**, renumbered below:

- Step 1-7.10 Review and evaluate the current housing element and other policies to support middle housing.
- Step 1-7.11 Review buildable lands report and current residential land uses for potential to allow middle housing, or where station areas or higher intensity uses might be defined, or where commercial areas might be converted or residential or mixed-use development.
- Step 1-7.12 Review current programs, development regulations, impact fees, system development charges, and permitting processes as to how they might encourage or discourage the development of multiunit housing.
- Step 1-7.13 Consider bonus densities and incentives for affordable housing to accompany any changes in zoning that increase density.
- Step 1-7.14 Gather data, analyze and review to understand the realistic potential of the various changes. Conduct financial feasibility analysis of developing new various housing typologies in various zones.

Deliverable:

- Middle housing staff report on changes needed to support middle housing, including recommended changes to policies, regulations, fee structures, incentives and permitting procedures for consideration with periodic update.

Task 1-8. Produce Housing Element for the Comprehensive Plan Update

Based on the findings from the audit and needs assessment in Tasks 1-6 and 1-7, and guidance from City staff, BERK will prepare an updated Housing Element. Key details such as needed support for engagement will be determined in collaboration with City staff. Draft zoning code text to authorize middle housing types on at least 30% of lots currently zoned as single family or low density residential will be developed. BERK will prepare a preliminary and revised Housing Element and a preliminary and revised code draft. The draft will be shared with stakeholders per the Public Participation Plan in Task 1-5.

Deliverable:

- Draft code and Comprehensive Plan text and maps that authorize middle housing types on at least 30% of lots currently zoned as single family or low density residential to be reviewed a part of the 2024 Comprehensive Plan periodic update.

Task 2: Climate Grant Public Engagement

To support Climate Grant Action 3, BERK will help conduct the Public Engagement Process for ECCC Implementation Plan, refined and renumbered below. **This public engagement will be coordinated with other project engagement efforts to reduce the risk of public burnout and increase participation.**

- 2-1. Review the Energy & Climate Change Chapter (ECCC) Implementation Plan and prior engagement.
- 2-2. Public Engagement Process for ECCC Implementation Plan: Establish schedule for public engagement (e.g., creating and convening advisory committee meetings, developing, and managing a project website, holding open houses and pop-up events, and briefing policymakers, the Youth Commission, and the Planning Commission).
- 2-3. Conduct public engagement efforts, anticipated to include the following based on Task 2-2:
 - Based on the budget and resources, BERK will facilitate an Ad Hoc Committee established by the City Council or convene a focus group of interested stakeholders. Three meetings are assumed for the committee/group.
 - BERK will create engagement material for a project website and two pop-up events.
 - BERK will attend two briefings (either Youth Commission or Planning Commission or joint meetings).
 - These tasks may be revised within the overall level of effort anticipated consistent with the public participation plan.

Deliverable:

- Public Engagement Findings & Recommendations

Task 3: Subarea Plan Updates

Lakewood adopted a Tillicum Subarea Plan in 2011. In 2022, the City identified the key action items and which items were completed and which were outstanding, and desires to update the subarea plan as part of the periodic review. Establishing a vision, conditions and trends, and new policies to implement the neighborhood's future is needed. The Tillicum subarea plan will benefit from the Missing Middle Grant outcomes and the recent periodic update of the Shoreline Master Program and planning around the Joint Base Lewis McChord (JBLM).

3-1. Subarea Plan Engagement

A plan for engagement for the subarea will be developed. Stages of engagement are anticipated to include:

- Visioning Engagement (we anticipate informal interviews or focus groups with community leaders such as the Tillicum Leadership Team identified in Action A-1; postcards/survey; pop-ups and workshops for each area; all to be defined in the engagement plan)
- Draft Plan Engagement (we anticipate a story map or brochure and open house/workshop to share the draft plan for each area)

- Legislative Meetings (we anticipate one briefing each with the Planning Commission and City Council and otherwise providing information for staff to share with these bodies over time; engagement could be dovetailed with the rest of the Comprehensive Plan for efficiencies)

3-2. Tillicum Neighborhood Plan Update Phase 2

BERK will conduct the following activities to create a revised Tillicum Neighborhood Plan:

- Review & Audit Subarea Plan
- Summarize Subarea Trends and Conditions: Develop descriptions, graphs, and maps that address key topics, anticipated to include:
 - Housing, Equity & Displacement Evaluation (see Task 1-7)
 - Environment, Shorelines
 - Land Use/Community Design
 - Services (parks/youth recreation or activities, schools, safety)
 - Circulation (bike/pedestrian connections between residential areas, Union Avenue SW, and Harry Todd Park; transit stop needs with Pierce Transit)
- Subarea Vision & Plan Revisions: Based on engagement results and findings of the trends and conditions, develop a subarea plan vision and policies that update the current subarea plan.
- Preliminary & Draft: Prepare a preliminary draft and public review draft subarea plan. As part of the Comprehensive Plan Update, develop a final plan.

Task 4: Comprehensive Plan Update

4-1. Public Participation and Engagement

BERK will develop and implement an engagement plan to coordinate:

- Foundation/Visioning: With this task BERK would affirm the current vision and adapt it to reflect more recent community trends and visions from the Comprehensive Plan engagement. We will integrate Missing Middle engagement results and Climate implementation engagement results. We anticipate vetting the vision with a sounding board of Youth Council, PC, other commissions.
- Draft Plan: With the issuance of the Draft Plan a combination of online and in person engagement could include a project website, survey, story map, and open house.
- Legislative Workshops & Hearings: In person workshop with draft plan and virtual attendance at other meetings to be efficient with budget. Provide materials to support City staff.
- Tribal Coordination: Interviews and invitation to participate consistent with the tribal-city consultation protocols and per recent Growth Management Act updates.

Note that these activities will be coordinated with efforts for public engagement as part of the climate change and subarea plan tasks in this scope.

4-2. Plan Audit & Template

BERK will:

- Review of the current plan in reference to the Washington Department of Commerce Checklist and VISION 2050 checklist and prepare recommended areas of focus to guide the periodic update.
- A reader-friendly Word template for the Comprehensive Plan Elements to help share and streamline the plan.

4-3. Element Inventory & Trends Update

Based on recent updates to VISION 2050 and Pierce County Countywide Planning Policies, allocated growth targets, and results of other prior tasks, BERK will prepare updated elements including inventory text and develop preliminary draft policy amendments:

- Plan Foundation: Vision & Framework, Consistency, Public Participation
- Land Use, Essential Public Facilities
- Economic Development
- Tribal Coordination
- Implementation

It is assumed that the City will prepare maps for the Land Use Element, and targeted maps for other elements not otherwise created in Tasks 1 and 3 by BERK.

The Transportation Element and Appendix will be audited by The Transpo Group as a subconsultant to BERK. See Attachment A. Depending on the findings, The Transpo Group could be engaged to develop evaluation with the model last updated for the Downtown Plan and Station Area Plan, considering Land Use Element adjustments. A set aside is retained in the budget for the evaluation. Should the findings require more resources, this scope and fee may be amended to reduce effort elsewhere or to add budget as the case may be.

Other elements are anticipated to be prepared by City staff or other consultants and peer reviewed by BERK, including:

- Capital Facilities (BERK peer review)
- Utilities (BERK peer review)
- Element Coordination: Parks, Shorelines (City integrate other recent plans into template with BERK review)

4-4. Plan Update

Based on the effort in Task 4-3 and one round of staff review, BERK will prepare a print check and public draft plan. Based on Planning Commission initial input, BERK will develop a hearing draft plan. **Following the public hearing with the Planning Commission, BERK will develop the final plan.**

Deliverables:

- Draft Plan
- Hearing Draft Plan
- Final Plan

4-5. Development Regulations

A subconsultant, The Watershed Company, will be engaged to conduct an abbreviated best available science / regulatory audit considering recent Washington State Growth management Act rule updates (address likely Commerce GMA rule updates regarding Ecology guidance on critical aquifer recharge areas, State guidance on Fish and Wildlife Habitat Conservation Areas, and adaptive management and monitoring). Further work on policies and code would be determined based on results and City needs. The budget sets aside an amount similar to other community periodic review evaluations.

BERK will develop a regulation audit based on the Comprehensive Plan Update (non-missing middle). This may be implemented over time or in conjunction with Missing Middle code amendments.

4-6. Coordinated SEPA

It is anticipated that existing SEPA documents largely address City growth patterns through 2044, including the Downtown Planned Action EIS and Station Area Planned Action expanded checklist, as well as the Puget Sound Regional Council's VISION 2050 EIS. BERK will also confirm that the citywide growth estimates in the modeling for the two SEPA planned actions are similar to the expected growth targets. Based on the prior environmental review and status of the City's transportation model, the following documents are anticipated:

- Expanded Checklist: Evaluate Housing Element, Subarea Plans, remainder of Comprehensive Plan (Task 1, 3, and 4)
- Prepare a Draft Determination (DS/notice of adoption or DNS depending on nature of proposal)

Schedule and Deliverables

Task, Deliverables and Date

Task	Deliverable	Date
1-1	Project kick-off	April 2022
1-4	SSHAP recommendations	May 2022
1-2	Current housing needs assessment	July 2022
1-3.1	Draft MFTE program evaluation findings	August 2022
1-3.2	Draft Housing Incentives Program evaluation findings	August 2022
1-3.3	Draft comp plan amendment recommendations and supporting materials	September 2022
1-4	Identify Strategies for Effective Regional Collaboration	May 2022
New Scope	Housing, Climate, and Comprehensive Plan	
1-5	Housing Element Engagement Plan	October-November 2022
	CBO subcontracts	November-December 2022
	Materials	January 2023
1-6	Draft housing element audit	October-November 2022
1-7	Projected housing needs assessment	Draft January 2023, Final June 2023
1-8	Draft housing element update	Draft in April 2023, Final in June 2023
2	Climate Grant Public Engagement Schedule	October 2022 (draft) November 2022 (refined)
2	Climate Grant Public Events	February 2023
2	Climate Grant Engagement Results	March 2023
3	Subarea Plan (Tillikum)	Initiate Fall 2022, Complete Fall 2024, schedule to be developed with engagement plan
3	Comprehensive Plan	Complete Critical Areas Ordinance update June 2023; Audit Fall 2022, Initiate Winter 2023, Complete Fall 2024, schedule to be developed with engagement plan

Phase 1 Budget

A cost estimate for Tasks 1-4 (Phase 1) is included below.

Phase 1 Cost Estimate

BERK Consulting						
	Kevin Ramsey Associate Principal I	Dawn Couch Senior Associate II	Andrew Bjorn Senior Associate II	Lisa Johnson Associate III	Hayden Campbell Associate II	Total Hours and Estimated Cost by Task
2022 Hourly Rate	\$195	\$175	\$175	\$165	\$145	
Task 1: Project Kick-off and Management						
Subtotal	6	2	2	0	0	10 \$1,870
Task 2: Current Housing Needs Assessment						
Subtotal	16	2	0	0	40	58 \$9,270
Task 3: Evaluate Key Housing Programs and Regulations						
3.1 Review MFTE	4		40	12		
3.2 Review Housing Incentives Program	4		48	16		
3.3 Comp Plan Recommendations	16		30	8		
Subtotal	24	0	118	36	0	178 \$31,270
Task 4: SHHAP Recommendations						
Identify specific information needs	2	4				
Research and interviews		6		8		
Develop recommendation	2	12		4		
Subtotal	4	22	0	12	0	38 \$6,610
Total Estimated Hours	50	26	120	48	40	284
Cost (Hours*Rate)	\$9,750	\$4,550	\$21,000	\$7,920	\$5,800	\$49,020
Subtotal Consultant Cost	\$49,020					
Market Data Fee: CoStar	\$950					
Estimated Project Total	\$49,970					

A total of \$3,685 has been billed separately outside of grant funding, with an additional \$45,335 to be billed under the Missing Middle grant funding.

Cost Estimate

Task	Hours	Budget
<i>Housing Element (Phase 1)</i>		\$45,335
Task 1: Housing Element Phase 2 & Missing Middle Grant	620	\$94,460
Task 2: Climate Change Elements (public engagement, CAO update? Dev. Reg. Review? Comp. Plan Audit?)	331	\$49,895
Task 3: Subarea Plan Updates – Tillicum	446	\$44,390
Task 4: Comprehensive Plan Update	406	\$67,120
Labor Cost		\$255,865
CBO Engagement, Missing Middle		\$10,000
Set Aside: BAS		\$18,000
Transportation Phase 1: Transpo		\$7,500
Set Aside: Transportation		\$12,500
Project Expenses at ~<1% of Project Budget		\$1,135
Estimated Project Total		\$305,000

Attachment A: Scope of Services, The Transpo Group

Client Name:	BERK		
Project Name:	Lakewood Transportation Element Update		
Exhibit Dated:	September 1, 2022	TG:	1.22324

Scope of Services

Based on discussions with the staff from BERK, Transpo Group has prepared the following scope of services for the Lakewood Transportation Element update. This scope is focused on Phase 1 of the work to update the Transportation Element, with Phase 2 anticipated as future work based on the results of Phase 1.

- Phase 1. Transportation Element Audit
- Phase 2. Transportation Element Updates (Future Work)

Phase 1: Transportation Element Audit

The purpose of the audit is to understand the level of effort needed to update the Lakewood Transportation Element to meet PSRC certification standards and maintain consistency with the other components of the Comprehensive Plan.

Review Land Use Forecasts in Model

Transpo will review the Lakewood Travel Demand Model that was updated based on recent subarea plans and associated land use assumptions. These land use assumptions will be compared to the currently adopted Comprehensive Plan and growth targets (as assumed in the original Lakewood Travel Demand Model).

Review Available Data and Other Changes

Transpo will obtain from the City recent traffic counts to understand available data in the area. The traffic counts will be compared to the technical appendix of the last Transportation Element to determine the magnitude of traffic changes. Transpo will also review regional traffic data sets from WSDOT or Pierce County to determine if regional traffic growth projections in the area need updating. Transpo will also note how non-motorized planning in the City has been updated since the Comprehensive Plan was updated.

Evaluate Magnitudes of Trip Growth

Transpo will use the land use changes identified to determine the magnitude of change in trip growth based on land use differences and the general locations within the City where change is expected. Transpo will identify areas approaching LOS standards.

Summarize Phase 2 Scope Options

Based on the results of the audit, Transpo will summarize potential options for the Phase 2 analysis that will support the Comprehensive Plan update but account for variables such as data availability, magnitude of changes, and level of effort.

City/BERK Support

- *Previous traffic studies, traffic counts, and subarea plans*

Consultant Deliverables

- *Draft and final technical memorandum*

Phase 2: Transportation Element Updates (Future Work)

The scope and level of effort of Phase 2 would depend on the outcomes of Phase 1.

Schedule and Fee

We anticipate that Task 1 is anticipated to cost up to \$7,500.



To: Mayor and City Councilmembers

From: Dana Kapla, Assistant Finance Director
Tho Kraus, Deputy City Manager

Through: John J. Caulfield, City Manager *John J. Caulfield*

Date: November 14, 2022

Subject: Review of 2023 Lodging Tax Funding Allocations

Overview

As authorized under state law, the City of Lakewood has enacted a lodging tax. The City receives a 7% share of the taxes collected by Washington State from lodging-related businesses located within the City.

The 7% breaks down into 4% which can be used for tourism promotion, or the acquisition of tourism-related facilities, or operation of tourism-related facilities. The additional 3% is restricted to the acquisition, construction, expansion, marketing, management, and financing of convention facilities, and facilities necessary to support major tourism destination attractions that serve a minimum of one million visitors per year.

The memorandum discusses the City's Lodging Tax Advisory Committee (LTAC), the estimated funds available, how the funds may be used, grant requests and recommendations.

Lodging Tax Advisory Committee

If a city collects lodging tax, state law requires the formation of a lodging tax advisory committee. The committee must have at least five members who must be appointed by the city council. At least two of the members must represent businesses required to collect the tax, and at least two of the members of the committee must represent entities who are involved in activities authorized to be funded by the tax. The fifth member must be an elected official of the city, who shall serve as chair of the committee. There is no maximum number of participants on the lodging tax advisory committee as long as the number of members representing businesses authorized to collect the tax and those representing entities authorized to receive funding are equal. Current members are:

Chair	Represent Businesses Authorized to Collect the Tax	Represent Entities Authorized to Receive Funding
Mayor Jason Whalen	Jarnail Singh, Comfort Inn & Suites Term Expires 12/31/2025	Chelene Potvin-Bird, Travel Tacoma-Mt Rainier Tourism & Sports Term Expires 11/1/2023
	DJ Wilkins, Best Western Lakewood Term Expires 12/31/2025	Linda Smith, Lakewood Chamber of Commerce Term Expires 11/1/2023

One role of the LTAC is to consider requests for use of lodging tax funds. LTAC considers these requests through a public process, which is intended to generate comments and funding recommendations. These are forwarded to the Lakewood City Council who, in turn, reviews all of LTAC's proposals and votes yes or no to each one. The City Council cannot modify the recommended amounts or recipients provided to them by LTAC.

2022 Estimated Funds Available for 2023 Grant Awards

Total Estimated Funding Available for 2023 Grant Awards	Restrictions on Use		Total
	4%	3% (Restricted)	
	Reserved for tourism, promotion, acquisition of tourism related facilities, or operation of tourism related facilities.	Reserved for acquisition, construction, expansion, marketing, and management of convention facilities.	
Estimated Ending Balance, 12/31/2022	\$1,424,384	\$1,252,655	\$2,677,039
Less Required for CPTC McGavick Center	\$0	(\$101,850)	(\$101,850)
Total	\$1,424,384	\$1,150,805	\$2,575,189

Grant Requests

In August 1, 2022, the City solicited for and received 18 proposals requesting \$1,195,000.

Additionally, in 2007, the City entered into an agreement with CPTC (Clover Park Technical College to contribute 11% of the construction costs for the Sharon McGavick Student/Conference Center. The contribution is in equal installments of \$101,850 over 20 years, beginning in 2027. In return for the contribution, the City has use of the center for 18 days per years for a 30-year period to be used for tourism related activities. The City's practice has been to use available restricted funds for this commitment.

2023 Grant Award Recommendations

The LTAC was provided completed applications on September 9, 2022 for review. On September 22, 2022 the LTAC met for a full day to hear presentations by each of the applicants. The members of the committee carefully considered each request based on the following criteria:

- Funds available
- Past performance
- Ability to attract tourism, particularly from outside the 50 mile radius
- Strength of the applications
- City of Lakewood's desire to retain dollars for future capital project(s)

Below are the Lodging Tax Advisory Committee's recommendations:

2022 Requests for 2023 LTAC Grant Funds Applicant	Total Project Cost	Funding Request			Recommended Funding		
		Non-Capital	Capital	Total	Non-Capital (4%)	Capital (3%)	Total
Asian Pacific Cultural Center	\$ 37,500	\$ 15,000	\$ -	\$ 15,000	15,000	-	15,000
Grave Concerns	5,000	5,000	-	5,000	5,000	-	5,000
Historic Fort Steilacoom Association	14,000	12,000	-	12,000	12,000	-	12,000
Lakewold Gardens - Capital ¹	3,200,000	-	400,000	400,000	-	400,000	400,000
Lakewold Gardens - Tourism & Promotions	160,000	100,000	-	100,000	100,000	-	100,000
Lakewood Arts Book Festival Association	29,000	23,000	-	23,000	23,000	-	23,000
Lakewood Chamber of Commerce - Nights of Lights	25,000	25,000	-	25,000	25,000	-	25,000
Lakewood Chamber of Commerce - Tourism	100,000	100,000	-	100,000	100,000	-	100,000
Lakewood Historical Society & Museum	51,000	32,500	-	32,500	32,500	-	32,500
Lakewood Playhouse	26,500	25,000	-	25,000	25,000	-	25,000
Lakewood Sister Cities Association - Friendship Delegation	22,000	21,500	-	21,500	21,500	-	21,500
Lakewood Sister Cities Association - International Festival	9,500	9,000	-	9,000	9,000	-	9,000
Travel Tacoma	3,664,870	115,000	-	115,000	115,000	-	115,000
CoL - Communications	60,000	60,000	-	60,000	60,000	-	60,000
CoL - SummerFEST	145,000	135,000	-	135,000	135,000	-	135,000
CoL - Farmers Market	67,000	57,000	-	57,000	57,000	-	57,000
CoL - Summer Concert Series	30,000	30,000	-	30,000	30,000	-	30,000
CoL - Saturday Street Festivals on Motor Ave ²	30,000	30,000	-	30,000	37,500	-	37,500
	\$7,676,370	\$ 795,000	\$ 400,000	\$1,195,000	802,500	400,000	1,202,500
CPTC McGavick Center - Committed, Annual Payment	\$ 101,850	\$ -	\$ 101,850	\$ 101,850	-	101,850	101,850
	\$7,778,220	\$ 795,000	\$ 501,850	\$1,296,850	802,500	501,850	1,304,350
2023 Available funds =>					\$1,424,384	\$1,252,655	\$2,677,039
Ending Balance =>					\$ 621,884	\$ 750,805	\$1,372,689

¹ Lakewold Gardens: Requested total award of \$400,000 to be spread evenly over 4 years, however, the request does not qualify for capital funds. A capital project requires a proportional degree of city ownership in the facility. Therefore, capital projects where there is no city ownership are not eligible to receive funding.

² CoL -Saturday Street Festivals on Motor Ave: An additional \$7,500 was added under the condition a one "night event" can be added in the off-season.

Next Step

On November 21, 2022, the City Council will be requested to authorize the City Manager to enter into service contracts for the provision of tourism services in 2023.

The City Council may:

1. Accept or reject any of the LTAC funding recommendations;

The City Council is not required to fund the full list of recommended recipients and may choose to make awards to some or even none of the recommended recipients, but the City Council may not award funds to any recipient that was not recommended by LTAC.


2. Return the recommendations to the LTAC for further consideration. Under this alternative, the City Council would need to provide direction as to what it desires from the committee; or

The City Council may award amounts different from the LTAC's recommended amounts but only after satisfying the procedural requirement of submitting the proposed change(s) to the LTAC for review and comment at least 45 days before financial action is taken.

Attachments

- Draft LTAC Minutes from September 22, 2022 Retreat

ATTACHMENT: Minutes of Sept. 22, 2022 LTAC Retreat

	LODGING TAX ADVISORY COMMITTEE (LTAC) September 22, 2022 - Thursday – 8:30 A.M. Council Chambers (and via Zoom)
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CALL TO ORDER

Chair Mayor Jason Whalen called the meeting to order at 8:44 a.m.

ROLL CALL (Committee members announced their presence)

Members present: **In person:** Lakewood Mayor Jason Whalen, Chair; Chelene Potvin-Bird, Vice President of Sales & Servicing/CEO - Travel Tacoma; DJ Wilkins, Comfort Inn and Suites

Members arriving after roll call: Linda Smith, President/CEO - Lakewood Chamber of Commerce and Jarnail Singh, President - Comfort Inn & Suites.

Members Absent: None

City staff present: Dana Kapla, Assistant Finance Director; Jennifer Posalski, CED Office Assistant.

PUBLIC COMMENTS - None.

MEETING MINUTES APPROVAL - The motion to approve the 2022 LTAC meeting minutes from September 23, 2021 passed unanimously.

OPEN PUBLIC MEETINGS ACT

City Attorney Heidi Ann Wachter provided an annual update to the Open Public Meetings Act. She discussed some of the challenges surrounding public disclosures and described their responsibilities. Once the training concluded she noted that the three people in attendance had been trained. Linda Smith joined late, and Ms. Wachter asked Ms. Smith if she was familiar with the public meetings act and if she had been trained. Ms. Smith indicated she had been through this many times. Member Potvin-Bird asked to describe voting when members have interest in the proposals. Ms. Wachter stated they could not vote if they had interest and described when members could have input and discussed the quorum. Chair Mayor Whalen noted that he has not seen or heard any audit finding related to LTAC, Ms. Wachter confirmed and said that it could say with confidence that there would not be one. Ms. Wachter noted that if the committee needed her assistance or had question to contact her.

2022 GRANTS STATUS & FUND BALANCE – Dana Kapla, Assistant Finance Director.

Ms. Kapla gave an overview of the Lodging Tax Advisory Committee process and described the breakdown of the Washington State's lodging taxes paid by lodging businesses. She provided a brief overview of the agreement with Clover Park Technical College relating to the McGavick Center and announced that \$2,575,189 is available for allocation in 2023 (net of McGavick lease debt service requirement). She stated \$1,424,384 was available 4%, which is the unrestricted portion that can also be used for capital, and \$1,150,805 is from the 3% that is restricted for capital purposes only. She pointed out that this information was located within the package along with a 2021 funding report. Chair Mayor Whalen wanted confirmation that his understanding of the presentation regarding the McGavick center contract and the fact that the city had no ownership of the McGavick Center at the time of the contract. Ms. Kapla confirmed.

2023 GRANT PROPOSAL PRESENTATIONS

Grave Concerns Association – Laurel Lemke, Chair Person

Ms. Lemke began by describing the Grave Concerns Association (GCA) and how they are dedicated to the restoration of the historic Western State Hospital Cemetery at Fort Steilacoom Park. Ms. Lemke explained a place of burial is very sacred and should be identified by a tombstone or grave marker. While there are many grave markers many have deteriorated or need replacement, GCA works to replace them. To do this they would like request funds for; a) create and distribute tri-fold brochures; b) create and distribute postcards; c) would like to work with Pretty Gritty Tours which is online. They would like to distribute additional information about the Graves Concerns Association and to add more historical markers. Pretty Gritty Tours could assist in with this goal.

Historic Fort Steilacoom Association (HFSA) – Joseph Lewis, Secretary

Mr. Lewis began by describing how LTAC funding has help Historic Fort Steilacoom Association get caught up with technology. They have been able to update their website, renew membership, donate money and design and purchase tickets for tours. They use the Eventbrite Application to establish capacity for tours. They are now on social media which is one way they market in addition to publishing newsletters. They are now able to host hybrid meetings using Zoom. They use the Square for processing credit cards which provide inventory control. They are now in the process of creating videos and provided examples. Mr. Lewis displayed hats, long sleeved t-shirts, and jigsaw puzzles they now have available for advertising. He also explained how they join various events and gatherings to get their information out to the public. He stated he they only needed \$12,000 this year.

Chair Mayor Whalen asked what their goals were to attract attendance. Mr. Lewis stated they are limited by volunteers and have lost some due to COVID. They have started to attract younger people, but not available during the weeks.

Chair Mayor Whalen asked if they foresee any needs for capital money for sustainability. Mr. Lewis said yes and is aware of the discussions between DSHS and the City, but they do not own the building they are currently in. Chair Mayor Whalen stated that city was in discussions with DSHS which is similar to the transfer of Fort Steilacoom Park and provided some additional information.

Member Potvin-Bird asked how they are tracking attendance over 50 miles. Mr. Lewis said their attendance is less than 20% and described how they might obtain this information.

Member Potvin-Bird asked where they get their additional funding. Mr. Lewis stated they obtain revenue from tickets, merchandise, donations, and Nisqually tribe.

Asia Pacific Cultural Center (APCC) - Faaluaina Pritchard, Executive Director

Ms. Pritchard said the APCC could not take place without LTAC support. She noted that the Pacific Islander population has continued to increase over the years in this area. She presented information on the activities in 2022 and stated how they want to instill the language and culture on the younger generation so that their culture and language will go on. She provided an overview of the activities and stated that it is a wonderful event for people from all over. She thanked the committee and hoped they would continue to support them.

Travel Tacoma Mt. Rainier Tourism & Sports - Dean Burke, President/CEO

Mr. Burke started by stating they have a lot to look forward to 2023. They are making a 42% jump in stay within the county. 2022 had a delivery goal of 63,000 in 2022 and will go to 105,000 in 2023. He explained they are seeing an increase in attendance via the Geodata tool they currently use to track information. He listed priority events such as golf, cyclocross, cross county, baseball, SummerFEST Lakewold Gardens, Colonial Plaza Asia Pacific Cultural Center, Geo-Targeting complains, and have increased capacity for larger conventions. He mentioned they are requesting a very modest increase for 2023 with the leanest team ever and setting the highest ROI values ever. Using Geodata reports, he shared many trends over time such as trips, locations/ranges from area, celebrations attendance numbers, state visitation, and demographic information, with/such as age groups, income, education and ethnicity.

Chair Mayor Whalen asked what Lakewood is missing to increase tourism. Mr. Burke stated he would love to discuss offline as the questions is very complicated.

Chair Mayor Whalen asked what he was seeing regarding to meeting size/place/attendance and that are in demand. Mr. Burke stated this is a complex question because of the pandemic recovery, but what he is seeing at the moment he is smaller meetings. However, while the big national meetings are recovering this number could increase.

Member Wilkins asked what their plans were for the Colonial Plaza. Mr. Burke said there is detail in the proposal, but their plan for 2023 is to paint a larger narrative on the larger itineraries.

Lakewold Gardens - Tourism – Susan Warner, Executive Director, Robin Echte, Contract Grant Writer. Ms. Warner thanked LTAC for their support. Ms. Warner presented a slide showing the breakdown of the requested \$100,000, which she announced was similar to last year. She then stated that their goal is to be a “garden of all seasons”. Ms. Warner presented slides with current trends for visitors, demographics, web presence, and social media. She introduced the Black Splendor series, explained their wedding series, their presence at the local farmer’s markets and State fairs. Ms. Warner introduced new exhibition series programs such as Rainbow to the Anthropocene, Artist Series, painting programs for veterans, and explained how they are a Blue Star Museum which attracts veterans. She was happy to announce their concert programs are selling out and presented information on their Halloween series, scavenger hunt, solstice lights, big nature flag, micro nature, Mayfest/Mother’s Day, and Fairyfest.

Chair Mayor Whalen asked if they had flyers available for the hotels and motel. She responded yes.

Lakewold Gardens - Capital – Susan Warner, Executive Director, Robin Echte, Contract Grant Writer. Ms. Warner explained that the capital was for the restoration of the carriage house on the property which is the first building the visitor’s encounter. She stated that it is in need of rehabilitation and is the oldest building on the property. This building houses admission and their garden shop. She provided the history of the building and provided a rendering of their design. This new space would continue to contain admissions and garden shop, but then would also include exhibition space, education studio, and greeting rooms. The space would be flexible for community use. The total cost of renovation will be \$3.2M and was happy to say that they are over \$2M in their fund raising. The State’s Heritage Capital Fund is investing approximately \$800,000. She explained that this restoration will be available not only for the communities but for our schools. She show drawing for new restrooms, meeting rooms, activity rooms, new greenhouse, large doors that open to outdoor space, garden shop, admission office, upstairs/roof area. Ms. Warner asked that the City support this endeavor as an investment of \$400,000 over 4 years and in exchange the City would have access to this building for City use, similar to Clover Park.

Member Potvin-Bird asked how they plan to cover other costs. Ms. Warner stated they have increased their budget to support these new projects and have many foundations approaching them to support and described the other current funding.

Chair Mayor Whalen added that the rationale in building the facility increases their sustainability by having these new programs. Chair Mayor Whalen explained the need for this mid-size space. Committee then discussed space size further.

Lakewood Historical Society (LHS) - Phil Raschke, Board member; Sue Scott, President.

Ms. Scott presented the members with their latest newsletter about museums and introduced Mr. Raschke. Mr. Raschke started by providing a brief history of the museum and presented photos of their history, renovation, and changes. He then presented photos of their welcome flag, theater history show casing motion activated film, historic cabin with QR code, introduced the one-room Byrd School which was the beginning of the Clover Park School District, described how the buffalo soldier influenced Lakewood's growth, and introduced Lakewood's first mayor, Lt. Ret. William Harrison. Mr. Raschke stated how their current 8 volunteers (no paid staff) plan, maintain, conduct fundraising events, and operate the museum with a total operating cost of \$60,950 per year. He detailed their revenue and described how they would still have an operating shortfall of \$32,500. Their current goal is to host 10 historical events, place 2 historical markers, publish 4 publications (Prairie Gazette), maintain current paid memberships, increase their board, and refresh and maintain the museum. He then described a few of their featured stories, historical markers, historical films, and book program.

Lakewood Arts Festival Association – Phil Raschke, Vice Chair

Mr. Raschke provided a brief history. He stated that when they started with the Lakewood Art Commission they wanted to do something with film therefore they created a film festival in Lakewood. It started as the Asian FilmFest which was then combined with International FilmFest. This is how Film and Art and Book (FAB) was born. They had an overwhelming response which led to creation of a presence on Facebook, website and email. Mr. Raschke presented information on the 6th Annual Lakewood Festival (FAB) and told stories of visiting authors and special guests. He explained FAB is a one-of-a-kind festival with a unique combination of creative endeavors which has peaked interest from a broad section to the public. Mr. Raschke stated that their copy right brand "FAB" has proven to be a superb marketing technique. He then went on to describe the schedule for the 10th Annual Festival and the films, authors, musicians, presentations, displays, and award ceremony that have been included in this festival. Mr. Raschke then described some of the expenses they would use with City's funding such as maintain current schedules, international films, juried of fine arts/arts/graphics, marketing, and add a military art display, local tribal displays, a 3-dimensional art, youth art displays and REEL LIFT 96.

Chair Mayor Whalen asked what their attendance is. Mr. Raschke stated there was an approximately 20,100.

Member Potvin-Bird ask how do they track attendee zip code. Mr. Raschke stated they collect upon entry.

Chair Mayor Whalen suggested incentivizing free registration to track information where people come from.

Chair Mayor Whalen stated he understood admission is free and at what point will you be charging to recoup money. Mr. Raschke stated that because they are in growing stage they are not ready. Discussion occurred on ways to grow attendance.

Lakewood Chamber of Commerce – Tourism - Linda Smith, President/CEO

Ms. Smith stated they will be focused on the individual consumer (leisure) traveler through 2023. They serve travelers driving to Lakewood to overnight, shop, dine and tour the area while their focus market is Seattle-north, eastern Washington, Idaho and Portland south. Ms. Smith stated they would like to maintain operation of the information center 7 days a week, create and distribute informational publications, maintain online presence, produce destinations videos/guides and commercials, and partner with umbrella organization such as Travel+Tacoma. She presented information about the center, brochures, calendar-of-events, visitor guides/directory, and their website. She described what can be found on their website such as antiques, zoos, dining, accommodations, churches, parks, B&Bs, historical information, local attractions, events, tours, and a page for each of their partners. Here one can share information and provide reviews for travelers. Ms. Smith presented information on the “Continue to Drive Tour Ad Campaign”, their visitor guide, foodie road trip, international road trip, seasonal ads. She presented their concept for next year which is “Our Best Kept Secrets”.

Chair Mayor Whalen asked to if the City had any missing links. Ms. Smith stated Lakewood has a plethora of beauty but not many indoor attractions for all year around.

Member Potvin-Bird stated how the industry needed more resources to support tourism.

Lakewood Chamber of Commerce – Nights of Blue Lights

Ms. Smith mentioned that this event is the way to brand the community for the holiday season. She presented a history of the origins of the blue lights. She explained it started with decorating the Colonial Plaza theatre and how people travelled from all over to see the blue lights. This tradition was kept alive through the 70s and began to wane. The blue lights blazed again after the tragedy in Lakewood November 29, 2009. Ms. Smith would like to, once again, propose that Lakewood be branded as City of Blue lights this holiday season. She presented photos of some of the 55 businesses that took part in the past year’s event. The Chamber had lights installed for 38 businesses. Ms. Smith stated that they plan to kick off the event with an outdoor gathering prior to the Christmas Parade.

Chair Mayor Whalen asked what they do with the funds. Ms. Smith stated that the funds are used for marketing, materials, and labor to install the lights for the business that request the lights.

Lakewood Arts Foundation, Lakewood Community Playhouse dba Lakewood Playhouse and Lakewood Institute of Theatre – Paige Hansen – Vice President

Ms. Hansen gave thanks for the support and provided a history of Lakewood Playhouse. She stated that the Playhouse has been operating for 84 seasons. She described the uniqueness of their round theatre. People come from all over to see a show with the unique setting and the type of shows they present. She provided information about some of their shows, talent, directors, and attendees. Their mission statements states that they nurture students of all ages, at all stages, by offering a variety of education and performance opportunities, and empowers life skill through the experience of theatre. Ms. Hansen stated the pandemic effected their season, but plans to consolidate and rebuild. Their 2022 season will be shortened and plan to announce shows shortly. She was happy to announce they have received an angel donor that will help to support the Playhouse. She thanked the committee for prior support and hope they will continue their support and would it go to advertising. There is a population of approximately 876,000 in Pierce County and they estimate only 6,000 know about the Playhouse. They plan to reach a larger population through marketing and quality shows.

Member Wilkins ask what are some of the strategies they have for the new funding source. Ms. Hansen said they plan to put up large posters, create more press releases, advertise among a larger area, and by the word of mouth.

Chair Mayor Whalen asked how their facilities are holding up. Ms. Hansen stated the donation from the angel donor will be addressing issues with the side shed, roof, yard, storage, lobby refreshment, backstage and dressing room.

City of Lakewood PRCS – SummerFEST - Sally Martinez, Parks and Recreation Coordinator.

Ms. Martinez started by showing an advertisement for the event. She stated that radio ads are the key component for getting their information out. Sponsors Amazon and TwinStar Credit Union were new sponsors for 2021. Ms. Martinez stated because radio ads are expensive she has obtained the radio stations as sponsors to reduce this cost, which included 186 commercials heard by over 1 million people. Free advertising was also provided by Seattle Ballooning Company, Museum of Glass Hot Shop and other vendors. Ms. Martinez presented a variety of marketing reports, photos, and event information. With their sponsorship, and 25,000 people attending in attendance in 2021 Ms. Martinez says they are in their sweet spot. Based on their space and parking they do not want the festival larger or smaller. Ms. Martinez stated that it's important they have resources for print, radio, digital, posters, signs, banners, sticker, and swag for their marketing campaign. She presented information and videos from some of the entertainment and activities they had in 2021 and described how they had "something for everyone". Lastly, she presented photos of some of the 185 vendors, visitors, support, the drone show, and announced July 15, 2023 will be SummerFest 2023.

Member Potvin-Bird noted LTAC funding has increased and wanted to know what her expectation moving forward was. Ms. Martinez stated she now knows what is needed and that this should be the last increase to operate fully.

Chair Mayor Whalen asked how much money was used from the general fund subsidy. Ms. Martinez stated \$23,000 from the City, along with support from LTAC and sponsorships.

City of Lakewood PRCS – Farmers Market - Sally Martinez, Parks and Recreation Coordinator

Ms. Martinez opened by stating this last season was beyond successful. She thanked the committee for their sponsorship. She stated the market was moved from the parking lot to the grounds and could tell it was successful due to the increased attendance. In 2022, she estimates that she get 5,000 visitors a day which has increased sales. Ms. Martinez presented slides that support the growth of the market and believes it was due to funding increase. This year's market added SNAP and EBT, which brings money to our vendors but has increased the need for additional staff. She presented photos from this year's market. The location adjustment has provided vendors and attendees with more trees for shade, more room for Food Trucks, additional seating, more parking, and linear walkways for better accessibility and near the pavilion for the Concert Series. She provided many photos and videos from the event and provided a list of the type of vendors you can find at the market along of views of the market and diversity of the attendees.

Member Potvin-Bird asked how many people attend this year. Ms. Martinez stated 4K to 5K and will not change locations again as this is perfect.

Chair Mayor Whalen ask what their total cost was. Ms. Martinez said it was \$67,000 due to additional staffing. The city subsidizes \$20,000 plus LTAC funding and vendor fees. Ms. Martinez stated she will continue the marketing strategy and conduct surveys to obtain information from attendees.

City of Lakewood PRCS – Summer Concert Series - Sally Martinez, Parks and Recreation Coordinator

Ms. Martinez stated she did not need to ask for additional money as this is the right amount. She presented a video of the concert series and photos of the attendees and the artists. She noted that attendees are from all different backgrounds and having a great time. Ms. Martinez stated she has already booked the 6 or 7 bands for next year.

Chair Mayor Whalen asked why bands were not playing in the pavilion. Ms. Martinez stated the artists preferred outside of the pavilion due to the sound baffling problems. Mayor Whalen stated this is a good opportunity to ask for capital funding and may need to request for it next year.

City of Lakewood PRCS – Saturday Streets Festival – Sally Martinez, Parks and Recreation Coordinator

Ms. Martinez thanks the committee for their funding. She stated they had 4 events which were May through September. She highlighted the Jazz night and Car Show and presented information on awards activity, roaming entertainment, face painting, games, market vendors, live music, crafts, fire department, food trucks, and great partners. She also provided detail on the Fiesta la Familia event and proceeded to present the entertainment, food, sponsors, and activities that were included in the event.

Chair Mayor Whalen stated there are not a lot of activities during the shoulder months and wanted to know if she'd consider having a night market. Ms. Martinez stated it was hard to get food and vendor trucks during this time as they their regular day markets and didn't think a night market would work, but suggested perhaps a food truck rally could work. Discussion on night market or other types of events continued. After some discussion they concluded another market might be able to take place and Ms. Martinez could look into it.

Lakewood Sister Cities Association – Gimhae Delegation– Connie Coleman-Lacadie, President

Ms. Coleman-Lacadie introduced herself and thanked the committee for their support. Their sister cities are Okinawa, Japan; Bauang, Philippines; Gimhae, South Korea; and Danzhou, People's Republic of China, and mission is to promote relationships with international cities by providing cultural, social, educational, and governmental opportunities and encouraging trade, tourism, and economic development. Due to the pandemic they were unable to meet in person in 2021 and 2022 but did conduct meetings virtually. She stated that in 2021 the City of Lakewood hosted an art contest that included 80 submissions from Gimhae students, which one made the cover of Lakewood's Connection magazine. The City will host a commemorating ceremony to become a Sister City with Gimhae December of 2022. She thanked the committee for being flexible with the funding support due to the pandemic and travel adjustments due to the pandemic.

Chair Mayor Whalen asked if we pay for their lodging for their visits. Ms. Coleman-Lacadie stated they pay for all the travel to our city except for the airfare to the US. In turn, when we visit them, they do the same.

Chair Mayor Whalen asked if the Lt Governor has been included. Ms. Coleman-Lacadie stated state government has been invited (and attended) along with the Chamber, school districted, and City officials.

Lakewood Sister Cities Association — International Festival Kathleen Hoban, Vice President

Ms. Coleman-Lacadie stated that the international festival was their largest event. They have hosted 15 years at Sharon McGavick Center & Fort Steilacoom Pierce College to support student exchange. The students from the student exchanged helped created posters promoting the international festival, host calligraphy and origami booths, volunteer in the community and complete an internship in the field of

study with local businesses. In 2016 they jointed SummerFest which increased attendance by over 5,000 and continues to grow each year they participate. She presented photos, activities, entertainment, and other information from past events. Ms. Coleman-Lacadie noted that they have increased the request because of increased costs and the increased participation. She thanked the committee again for their support.

Chair Mayor Whalen asked if they work with or issues with the timing with the Asian Pacific Cultural Center. Ms. Coleman-Lacadie stated they had not except for one hiccup when they both had entertainment programs at once, but not since then. She said she has worked with the Asian Pacific Cultural Center for many years and they work well together.

City of Lakewood Communications – Imaging Promotions 2022 –Brynn Grimley, Communications Manager

Ms. Grimley stated they are requesting funding to continue the Nearcation campaign. The Nearcation campaign was created from the pandemic which is consistent with the City Council vision and goals. The LTAC support would go to support website management, content development focused on promoting Lakewood as a destination for special event, park exploration, restaurant crawls, business visits, and overnight stays. Ms. Grimley presented the marketing and promotion history and provided highlights from the current campaign, such as 523K video views, 3,799 total clicks, 360K YouTube impressions, and 163K Facebook impressions from paid ads. Goals for 2023 are to generate new content, increase outreach, and focus on overnight stays and attendance to local events. She stated beneficiaries will be residents, businesses, and others by raising awareness of Lakewood’s attractions, spurring development to create more economic activity, and increase tourism.

Member Potvin-Bird stated that Nearcation, like Travel+Tacoma, they are marketing for extended stays.

GRANT FUNDING DECISIONS

LTAC deliberations commenced to determine the amount of grants to be awards.

Basis for Awards and Other Recommendations

- Asian Pacific Cultural Center - The committee granted the full amount requested of \$15,000.
- Grave Concerns - The committee granted the full amount requested of \$5,000.
- Historic Fort Steilacoom Association - The committee granted the full amount requested of \$12,000.
- Lakewold Gardens - Capital - The committee granted the full amount requested of \$400,000 spread evenly over 6 years under the condition it is allowable.
- Lakewold Gardens - Tourism & Promotions - The committee granted the full amount requested of \$100,000.
- Lakewood Arts Book Festival Association - The committee granted the full amount requested of \$23, 000 and asks they track attendance.
- Lakewood Chamber of Commerce - Nights of Lights - The committee granted the full amount requested of \$25,000.
- Lakewood Chamber of Commerce - Tourism - The committee granted the full amount requested of \$100,000.
- Lakewood Historical Society & Museum - The committee granted the full amount requested of \$32,500.
- Lakewood Playhouse - The committee granted the full amount requested of \$25,000.
- Lakewood Sister Cities Association - Friendship Delegation - The committee granted the full amount requested of \$21,500.
- Lakewood Sister Cities Association - International Festival - The committee granted the full amount requested of \$9,000.
- Travel Tacoma - The committee granted the full amount requested of \$115,000.
- CoL - Communications - The committee granted the full amount requested of \$60,000.
- CoL - SummerFEST - The committee granted the full amount requested of \$135,000.
- CoL - Farmers Market - The committee granted the full amount requested of \$57,000.
- CoL - Summer Concert Series - The committee granted the full amount requested of \$30,000.
- CoL - Saturday Street Festivals on Motor Ave - The committee granted the full amount requested of \$30,000 and added an additional \$7,500 under the condition a one "night event" be added to their schedule during the off-season for a total of \$37,500.

LAKEWOOD LODGING TAX ADVISORY COMMITTEE RECOMMENDATIONS

2022 Requests for 2023 LTAC Grant Funds

Applicant	Funding Request			Recommended Funding			
	Non-Capital	Capital	Total	Non-Capital (4%)	Capital (3%)	Total	Notes
Asian Pacific Cultural Center	\$ 15,000	\$ -	\$ 15,000	15,000	-	15,000	
Grave Concerns	5,000	-	5,000	5,000	-	5,000	
Historic Fort Steilacoom Association	12,000	-	12,000	12,000	-	12,000	
Lakewold Gardens - Capital	-	400,000	400,000	-	400,000	400,000	Total award to be spread evenly over 4 years (\$100,00/yr) under the condition it is allowable.
Lakewold Gardens - Tourism & Promotions	100,000	-	100,000	100,000	-	100,000	
Lakewood Arts Book Festival Association	23,000	-	23,000	23,000	-	23,000	Ask that they track attendance.
Lakewood Chamber of Commerce - Nights of Lights	25,000	-	25,000	25,000	-	25,000	
Lakewood Chamber of Commerce - Tourism	100,000	-	100,000	100,000	-	100,000	
Lakewood Historical Society & Museum	32,500	-	32,500	32,500	-	32,500	
Lakewood Playhouse	25,000	-	25,000	25,000	-	25,000	
Association - Friendship Delegation	21,500	-	21,500	21,500	-	21,500	
Association - International Festival	9,000	-	9,000	9,000	-	9,000	
Travel Tacoma	115,000	-	115,000	115,000	-	115,000	
CoL - Communications	60,000	-	60,000	60,000	-	60,000	
CoL - SummerFEST	135,000	-	135,000	135,000	-	135,000	
CoL - Farmers Market	57,000	-	57,000	57,000	-	57,000	
CoL - Summer Concert Series	30,000	-	30,000	30,000	-	30,000	
CoL - Saturday Street Festivals on Motor Ave	30,000	-	30,000	37,500	-	37,500	An additional \$7,500 was added under the condition a one "night event" can be added in the off-season
	\$ 795,000	\$ 400,000	\$ 1,195,000	802,500	400,000	1,202,500	
CPTC McGavic Center (Committee, Annual Payment)	\$ -	\$ 101,850	\$ 101,850	-	101,850	101,850	
	\$ 795,000	\$ 501,850	\$ 1,296,850	802,500	501,850	1,304,350	

It was moved and seconded that the final allocation be approved.

With no further discussions, the motion to approve the recommended amounts was passed unanimously.

ADJOURNMENT - Chair Mayor Whalen adjourned the meeting at 4:32 p.m.

For the full video of this meeting go to the [City of Lakewood YouTube channel](https://www.youtube.com/watch?v=MtC8xg2AfoA) and visit the following link: <https://www.youtube.com/watch?v=MtC8xg2AfoA>

Minutes:

Dana Kapla, Asst. Finance Director (Preparer)

Mayor Jason Whalen, Chair

DRAFT



To: Mayor and City Councilmembers
From: Tho Kraus, Deputy City Manager
Through: John J. Caulfield, City Manager
Date: November 14, 2022
Subject: Review of 2023 Fee Schedule Amendments

BACKGROUND

On an annual basis, the proposed fee schedule for the upcoming year is presented to the City Council for consideration and approval.

NEXT STEPS

Adopt 2023 Fee Schedule Amendments – November 21, 2022.

ATTACHMENTS

- 2023 Proposed Fee Schedule – Clean Version

PROPOSED CHANGES

Change to the proposed 2023 fee schedules are presented by in red, by section, with background/basis for the proposed change.

1) Amendments to Part C. Planning and Development Fees

Fee Type	Fee Amount
C. PLANNING AND DEVELOPMENT FEES - continued	
Significant Tree Removal/Replacement Permit Fees	Effective March 1, 2023 except for tree replacement costs.
Note: 1. All fees subject to technology fee surcharge, rounded to the nearest whole number. 2. Tree removal permit is separate from any SEPA application fee and related mitigation. 3. For subarea plans, the tree removal fee is charged based on the underlying zoning.	
Significant Tree Removal Permit	No Fees
Off-Site Tree Replacement Permit, three (3)-inch (when trees are not being replaced onsite)	\$400.00 \$450.00 for each replacement tree.
Offsite Tree Replacement Permit, two (2)-inch or less (when trees are not being replaced onsite).	\$350.00 for each replacement tree.
<i>In the event that a 3-inch tree stock is not available, a lesser size tree may be substituted as approved by the Director or designee.</i>	
Removal of trees, all types and species, in association with rights of-way and/or utility easements	No permit required; public agency, and/or utility is required to provide notification to the City.
Permit to Establish a Heritage Tree Designation	Permit required, \$200.00
Permit to Remove Heritage Tree Designation	Permit required, \$200.00
Tree Removal Permit- Single Family & Mixed Residential Zoned Lots (R1, R2, R3, R4, MR1, MR2)	
<ul style="list-style-type: none"> • Zoned lots greater than 10,000 square feet in size. • Zoned lots less than 10,000 square feet in size and: <ul style="list-style-type: none"> - No Garry oaks located thereon; - Lot not a part of a shoreline setback; and - Lot not located in a critical areas. • Zoned lots greater than 10,000 square feet in size and: <ul style="list-style-type: none"> - One (1) or more Garry oaks is located thereon; and/or - Lot is located in a shoreline setback; and/or - Lot is located in a critical area. 	Permit required, \$100.00 Permit required, but no fee. Permit required, \$150.00
Tree removal permit - Multifamily zoned lots (MF1, MF2, MF3)	
<ul style="list-style-type: none"> • Lots not within critical areas and/or shoreline setback, and/or with no Garry oak trees. • Lots within critical areas, shoreline setback, and/or with Garry oak tree(s). 	Permit required, \$100.00 Permit required, \$200.00
Tree removal permit - Industrial zoned lots (I1, I2, IBP)	
<ul style="list-style-type: none"> • Lots not within critical areas and/or shoreline setback, and/or with no Garry oak trees. • Lots within critical areas, shoreline setback, and/or with Garry oak tree(s). 	Permit required, \$100.00 Permit required, \$200.00
Tree removal permit - Commercial, mixed use, neighborhood commercial zones (C1, C2, C3, ARC, NC1, NC2, TOC, CBD)	
<ul style="list-style-type: none"> • Lots not within critical areas and/or shoreline setback, and/or with no Garry oak trees. • Lots within critical areas, shoreline setback, and/or with Garry oak tree(s). 	Permit required, \$100.00 Permit required, \$400.00
Tree removal permit - Lots within the OSR1 zoning district	Permit required, but no fee.
Tree removal permit - Lots within the OSR2 zoning district.	Permit required, \$300.00
Tree removal permit - Lots within the P/1 zoning district.	Permit required, \$100.00
Tree Emergency Removal Permit	
<ul style="list-style-type: none"> • Single family zoned lots • All other zoned properties located in the City of Lakewood. 	No permit required, no fee. Permit required, but no fee.
<i>Permit is required because the proposed code may require replacement trees.</i>	

Basis/Background:

Add fees related to the Tree Preservation Code in accordance with Ordinance 775 adopted by the City Council on November 7, 2022 amending the Lakewood Critical Areas Regulations related to the Tree Preservation Code. The effective date for this change is March 1, 2023 except for tree replacement costs.

A comparison of other jurisdictions fees as it relates to tree permits is provided below.

Jurisdiction*	Type of Permit/Other	Fee (2021-2022)
Federal Way	Many non-exempt activities do not require a permit application, only written approval by the city. A tree/vegetation retention plan must be prepared by a certified arborist or a certified landscape architect. Required when removing trees in critical areas, removing trees required for retention through a permit, tree removal that would change stormwater or groundwater.	Tree removal request: \$145
Lacey	Permits are coordinated with land use applications, or with a land clearing permit, or an exemption approval from director.	Rolled into land clearing permit \$109- \$328
Olympia	Tree Permit required for non-exempt activities, or where tree removal results in not meeting tree density or is on property line or street. See Olympia flow chart .	Single Family and lots less than 2 acres Permit fee \$50
Pierce County	Reviewed as part of other land use or land clearing permits.	\$315.00 review (clearing) Hazard tree \$190-\$760
Puyallup	Landscape plan required for development greater than 4 units.	Tree removal ROW, heritage tree: \$50 Landscape plan review: \$90-\$300
Redmond	Tree removal application.	No fee for single-family zoning; \$125.69 fee for commercial, multi-family, or industrial.
Renton	Routine Vegetation Management Permit without critical areas. Required for non-exempt permits.	\$105
Sammamish	Tree removal permit or part of land use approval	Tree removal: \$132
Tacoma	ROW: Required for street tree removal or tree pruning work. Site: Reviewed with building or site development permit.	No fee tree work permits.
Tukwila*	Single family: Inventory survey Other Uses: Landscape Modification Permit	Tree and Landscape Modification Permit and Exceptions \$719.25
University Place	A tree removal permit is required when the development activity will result in the removal of more than five trees.	Tree preservation plan review Single Family: \$ 240.00 ½ acre or less sit: \$650 ½ acre to 2 acres: \$1000 Over 2 acres: \$1,375

Sources: *See other city permit fees collected by City of Seattle Tree permit fee evaluation in 2019.

<https://www.seattle.gov/documents/Departments/UrbanForestryCommission/2019/2019docs/TreePermitFees.pdf>

2) Amendments to Part G. Parks and Recreation Programs

G. PARKS AND RECREATION PROGRAMS (Facility/Use)		
Parks, Recreation & Community Services		
Special Use Permit*		
Colonial Plaza and Major events		\$1000.00 - \$5000.00
Facility Use Cancellation/Reschedule Fees		
- Recreation Administrative Fee		\$10.00 (non-refundable)
- Special Use Permit - less than 30 days		(0%) 100% retained by City
- Special Use - 31-60 days prior to use		(50% refunded) 50% retained by City
- Special Use - more than 61 days prior to use		(75% refunded) 25% retained by City
Outdoor Market Vendors		Daily Rate
Regular Stall 10x10		25 \$30.00
Regular Stall 10x 20 or Food Trucks		\$50.00
Regular Stall 10x30		\$75.00
Please note that this fee structure does not apply to all City's annual SummerFEST events. Fees for SummerFEST vendors, sporting events, contractors, street festivals, sporting event coordinators, specialty activities, food trucks and other City events elements may vary based on type of activity, logistics, location, anticipated guests, number of days or hours of operation, sponsorship, in-kind services, and other conditions.		
Neighborhood Parks		
Field Preparation Fees		\$25.00
Neighborhood Field use		\$20.00 per hr (no prep); \$50.00 per game fee (2.5 hrs. and one prep per day)
Fort Steilacoom Park and American Lake Park		
Large Picnic Shelter - Full day only May-Sep		
Off Season: October - April Half Day 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m.		\$100.00
Peak Season: May - September Full Day (10:00 a.m. - 7:00 p.m.) May require a special use permit.		\$200.00
Small Picnic Shelters - Full day only May-Sep		
Off Season: October - April Half Day 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m.		\$50.00
Peak Season: May - September Full Day (10:00 a.m. - 7:00 p.m.) May require a special use permit.		\$75.00
Pavilion		
4 Hours Half Day 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m.		\$500.00
7 Hours Full Day (10:00 a.m. - 7:00 p.m.)		\$1,000.00
Hourly Rate (2-hour minimum)		\$150.00
Cleaning Fee		\$50.00 - \$70.00 \$150.00
Additional hourly rates may be charged for repairs or additional cleaning based on use of the facility.		
Other Fees		
Open Space: Half Day (10:00 a.m. - 2:00 p.m.) or (3:00 p.m. - 7:00 p.m.) Full Day (10:00 a.m. - 7:00 p.m.) 4-8 hours May Requires a special use permit.		\$100.00 - \$200.00
Additional Staff Fee		\$25.00 per hour Hourly rate of staff
In addition, an hourly rate will be charged for repairs or additional cleaning.		
Neighborhood Shelters - Full day only May-Sep		
Off Season Half day (resident/nonresident): 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m. May require a special use permit.		\$40.00 / \$50.00
Peak Season Full Day (resident/nonresident): 10:00 a.m. - 7:00 p.m. May require a special use permit.		\$60.00 / \$75.00

Basis/Background:

Special Use Permit: Increase fee for Colonial Plaza and events. Larger events have a greater impact on the park which need staff support before, during and after the event.

Facility Use Cancellation/Reschedule Fees: To clarify that the admin fee covers the cost of rescheduling rather than just refunding. Rescheduling allows the City to retain revenue within the same fiscal year.

Outdoor Market Vendors: Increase regular stall 10x10 to reflect market rate and add fee for regular stall 10x30 to meet vendor needs for larger space.

Neighborhood Parks: To clarify field use location.

Fort Steilacoom Picnic Shelters: Remove ½ day use and base fees seasonal usage. Based on past use, posted hours do not align with requests. This change will enhance user experience and allows for more flexibility of use, less confusion for PRCS personnel and user, and allows for more efficient preparation and clean up of the site.

Pavilion: Remove ½ day use and base fees on 4 and 7 hours. Also removed 2 hour minimum and increased cleaning fee based on market rate for personnel or contractor. This will enhance user experience and allows for more flexibility of use.

Open Space: The city previously created specific times for groups to use our shelters and open spaces for public and private events. We also created ½ day options to provide more opportunities for people to use the parks. The timeframes were the same year round regardless of season or daylight. Park use is growing and the session times did not match requested need and groups were requesting both times to allow for set up and clean-up of space. Also, having different events in the a.m. / pm created problems for park guests as ½ day park users didn't clean the shelter properly for the next group and people were disappointed when they got to the park for their special event. Also, unscheduled use was happening when people saw that a group wasn't coming in until later in the day and people would arrive and the space was being used by unscheduled individuals. All day use and providing reduced rates for off season will provide more options for park users.

Staff Fees: Private use and events at the park are increasing. The city needs to be able to provide supervision and support as needed and the group using the park for events should be covering the cost of the staff needed. Different categories of staff are needed based on need and availability so cost would be related to hourly rate of the staff needed. For instance, a facility attendant at pavilion, police for traffic control or maintenance worker for facility needs.

Neighborhood Shelters: More renters are attempting to use small shelters for large events. Special use permits may be required to review impact and risk to the park, event participants, park visitors, and address need for parking, traffic support, additional sanitation, security, etc.

2023 FEE SCHEDULE
Resolution 2022-xx Adopted by City Council on November 21, 2022

Fee Type		Fee Amount
All		
	Taxes and Pass-Through Costs	All appropriate taxes and pass-through costs are added to fees when they are incurred, even if not specified in the fee schedule.
A.	Copies/Duplication	
	Legal/City Clerk	
	Certification of documents and Affixing City Seal	\$0.15 per page + \$3.00
	Preparation of verbatim City Council minutes	\$50.00/hour
	Reproduction of City Council audio tapes	\$5.00
	CD-ROMs	\$1.00
	Various Departments	
	Public Records:	
	Copies of Public Records	\$0.15 per page
	Scanned Public Records into Electronic Format	\$0.10 per page
	Electronic files or attachments uploaded to email, cloud-based storage service or other means of electronic delivery.	\$0.05 cents per 4 files or attachments
	Transmission of public records in an electronic format.	\$0.10 per gigabyte
	Digital Storage Media or Device; Container or Envelope used to mail copies to requestor and postage/delivery charge.	Actual Cost
	Note: - Charges can be combined if more than one type applies. - Pursuant to RCW 42.56.120(2)(b), the City of Lakewood is not calculating/assessing all actual costs for copying records because to do so would be unduly burdensome for the following reasons: (1) The City does not have the resources to conduct a study to determine all actual copying costs for every actual cost type; and (2) To conduct such a study would interfere with other essential city functions; and (3) even if the City were to conduct such a study, the systems in place facilitate tasks other than public records production.	
	Non Sufficient Funds (NSF) Fee	\$25.00
	Public Works	
	Engineering Standards Manual	Cost plus 15%
B.	City Hall Rental Fees - Two-hour minimum reservation required for facility use	
	Cleaning Fee (non-refundable)	\$50.00 (Saturday & Sunday only)
	City staff attendant	Hourly rate of City staff attendant.
	Up to a 15% Administrative charge may be added to actual expenses. In addition, an hourly rate fee will be charged for repairs or additional cleaning that is required as a result of an event.	

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
C. PLANNING AND DEVELOPMENT FEES		
Administrative Fee		
Technology Fee		2% of the total planning permit cost
Plat/Subdivision Fees		
Preliminary Plat		\$3,850.00 plus \$100.00 per lot; plus \$2,500 hearing examiner deposit ⁽¹⁾
Plat Amendment (before final plat approval)		
	Major	\$1,320.00 plus \$100 per lot; plus \$2,500.00 hearing examiner deposit ⁽¹⁾
	Minor	\$660.00 plus \$100 per lot; \$2,500.00 hearing examiner deposit ⁽¹⁾
Final Plat		\$2,750.00 plus \$50.00 per lot
Plat Alterations (after final plat approval)		\$2,500.00 plus \$2,500 hearing examiner deposit ⁽¹⁾
Binding Site Plans		\$2,200.00
Short Plat		\$3,500.00
Short Plat Amendments		\$1,000.00
Boundary Line Adjustments (BLA)/Lot Combination		\$600.00
Recording Fees		Fees Not Included
Discretionary Land Use Permits		
Conditional Use Permits		\$2,200.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Master Facilities Plan		\$2,200.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Major Variances		\$1,200.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Major Variances for single family dwelling (where project valuation does not exceed \$12,000)		\$660.00
Administrative Variances		\$400.00
Administrative Use Permits		\$1500.00
Temporary Use Permits		\$200.00
Major Modifications of Permit Approval		1/2 of original permit cost
Minor Modifications of Permit Approval		1/4 of original permit cost
Shoreline Substantial Development Permit		\$2,300.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Shoreline Conditional Use Permit/Shoreline Variance		\$2,300.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Written Shoreline Exempt Determination (The fee applies only to requests for a written determination by the Community and Economic Development Department that the project is exempt from the Shoreline Master Program.)		\$150.00
Appeals & Reconsiderations		
Reconsideration of a Decision of the Hearing Examiner		\$300.00 plus \$2,500.00 hearing examiner cost deposit ⁽¹⁾
Appeal of the Administrative Officer's Decision		\$450.00
Appeal of SEPA Determination		\$450.00
Amendments to Plans & Regulations		
Amendments to the Comprehensive Plan & other related policy documents		\$2,100.00
Amendments to Development Regulations		\$2,600.00
Amendments to the Shoreline Master Program		\$3,200.00
Site-Specific Rezone		\$3,100.00

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
C. PLANNING AND DEVELOPMENT FEES (continued)		
Zoning Certification/Site Plan Review		
Single family dwelling construction in residential zones are subject to the following fee schedule:		
Construction Value:		
\$0 - \$74,999		\$50.00
\$75,000 - \$124,999		\$100.00
\$125,000 - \$224,999		\$150.00
Over \$225,000		\$300.00
Other Developments: All new buildings or exterior tenant improvements in commercial or industrial zones, and all other construction and development activity, other than single-family dwelling construction, are subject to the following fee:		
Construction Value	CED Zoning Certification Fee	Compliance check w/ permit conditions
\$0 - \$99,999	\$260.00	\$50.00
\$100,000 - \$249,999	\$530.00	\$200.00
\$250,000 - \$499,999	\$790.00	\$450.00
\$500,000 - \$999,999	\$1,000.00	\$700.00
\$1,000,000 - \$4,999,999	\$2,000.00	\$1,200.00
\$5,000,000 - \$10,000,000	\$2,500.00	\$1,700.00
Over \$10,000,000	\$3,000.00	\$2,200.00
Site Plan Review without a Building Permit. The zoning certification and site plan review fee for those development projects for which no building permit is required but which requires site plan review and a zoning certification, shall be based on the value of the proposed development to be undertaken. The value of the proposed construction/development shall be determined based on professional estimates by a licensed engineer, architect, landscape designer or contractor. These estimates may include but are not limited to, grade and fill of the site, paving, placement of utilities, lighting, landscaping, and other site improvements. The combined total of the cost estimates for all development on the site shall be the established value basis for the zoning certification and site plan review fee found in the table above.		
Zoning Certification with No Site Plan Review Required	A \$20.00 fee applies to zoning certifications where only a business license is required.	
	A \$50.00 fee applies to projects where the proposed land use must be reviewed with respect to development standards, but there is no requirement for submitting a site plan, e.g. an interior tenant improvement.	
Mixed Use Buildings	Site plan review and/or zoning certification application fees may be reduced by 50% if the application is for the construction of a mixed use building. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed use development where the commercial and residential uses are not located within the same building.	

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
C. PLANNING AND DEVELOPMENT FEES - continued		
Miscellaneous Planning Fees		
Accessory Living Quarters		\$100.00
Design Review		\$200.00
		Application fees may be reduced by 50% if the application is for a mixed use building. Fee reduction applies to site plan review/zoning certification and design review. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed use development where the commercial and residential uses are not located within the same building.
Time Extensions		\$240.00
Annexation Petition		
	Notice of Intent to Commence Annexation	\$320.00
	Petition to Annex	\$2,500.00
⁽¹⁾ Hearing Examiner Fees		
Where Examiner Review is required for any related use permit, appeal, etc., the applicant is responsible for and required to pay actual Hearing Examiner costs, which may be higher or lower than the deposit amount.		
Other Fees		
Staff Review Fees (includes re-inspection and investigative fees, and additional staff review when the processing of the application exceeds the application base fees as outlined in the fee schedule.)		\$92.00 per hour
Development Agreement		\$2500.00
Pre-Application Conference		\$150.00 - Of this amount, \$100.00 can be applied to related permits filed within sixty (60) days of the preapplication conference
Final Certification of Occupancy/Site Certification		\$100.00
Home Occupation		\$200.00
Limited Home Occupation		\$50.00
Downtown Subarea Park Fee-in-Lieu of Common Open Space Construction		Up to 50% of valuation of required common open space (100 sq. ft. required per dwelling unit); see LMC 18B.530
Written Zoning Determination by the Assistant City Manager for Development Services		\$250.00
WTF Administrative Use Permit		\$800.00
WTF Conditional Use Permit		\$2,000.00

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
C. PLANNING AND DEVELOPMENT FEES - continued		
SEPA & Wetland Fees		
Written SEPA Exempt Determination (The fee applies only to requests for a written determination by the Community & Economic Development Department that the project is exempt from the requirements of SEPA.)		\$50.00
	Environmental Checklist for applicable Process I and II applications located outside of Downtown Subarea Plan Boundaries	\$550.00
	Environmental Checklist for applicable Process III, IV, and V applications (e.g. conditional use permits, variances, shoreline substantial development permits, plats, master plans, and land use map/text changes located outside of the Downtown Subarea Plan Boundaries	\$1,840.00
	Environmental Checklist for applicable Process V applications (e.g. generalized or comprehensive ordinance text amendments, area-wide amendments, annexations, and adoption of new planning-related ordinance)	Staff review hourly rate; \$2,500.00 deposit is required
	Environmental Checklist for projects inside of Downtown Subarea Plan Boundaries	\$50.00
	Environmental Impact Statement (EIS)	\$3,200.00 plus preparation at contract rate to be determined
	Reasonable Use Exception other than residential (RUE)	\$1,840.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
	Residential RUE	\$500.00
	Additional SEPA Review (See WAC 197-11-335)	No charge, except any third-party consultant costs to the City.
	Downtown Subarea Planned Action Transportation Fee	\$2,174.00 per PM peak hour trip generated by use(s).
Multi-Family Tax Exemption (MFTE) Applications (LMC 3.64.030)		
Conditional Certificate Application		\$800.00
Extension of Conditional Certificate of Application		\$500.00
Final Certificate of Application		\$500.00
8-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)		\$800.00
12-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)		\$1,200.00

2023 FEE SCHEDULE - continued

Fee Type	Fee Amount
Significant Tree Removal Permit Effective March 1, 2023 except for tree replacement costs.	
Note: 1. All fees subject to technology fee surcharge, rounded to the nearest whole number. 2. Tree removal permit is separate from any SEPA application fee and related mitigation. 3. For subarea plans, the tree removal fee is charged based on the underlying zoning.	
Off-Site Tree Replacement Permit, three (3)-inch (when trees are not being replaced onsite)	\$450.00 for each replacement tree.
Offsite Tree Replacement Permit, two (2)-inch or less (when trees are not being replaced onsite). <i>In the event that a 3-inch tree stock is not available, a lesser size tree may be substituted as approved by the Director or designee.</i>	\$350.00 for each replacement tree.
Removal of trees, all types and species, in association with rights-of-way and/or utility easements	No permit required; public agency, and/or utility is required to provide notification to the City.
Permit to Establish a Heritage Tree Designation	Permit required, \$200.00
Permit to Remove Heritage Tree Designation	Permit required, \$200.00
Tree Removal Permit- Single Family & Mixed Residential Zoned Lots (R1, R2, R3, R4, MR1, MR2) <ul style="list-style-type: none"> ● Zoned lots greater than 10,000 square feet in size. ● Zoned lots less than 10,000 square feet in size and: <ul style="list-style-type: none"> - No Garry oaks located thereon; - Lot not a part of a shoreline setback; and - Lot not located in a critical areas. ● Zoned lots greater than 10,000 square feet in size and: <ul style="list-style-type: none"> - One (1) or more Garry oaks is located thereon; and/or - Lot is located in a shoreline setback; and/or - Lot is located in a critical area. 	Permit required, \$100.00 Permit required, but no fee. Permit required, \$150.00
Tree removal permit - Multifamily zoned lots (MF1, MF2, MF3) <ul style="list-style-type: none"> ● Lots not within critical areas and/or shoreline setback, and/or with no Garry oak trees. ● Lots within critical areas, shoreline setback, and/or with Garry oak tree(s). 	Permit required, \$100.00 Permit required, \$200.00
Tree removal permit - Industrial zoned lots (I1, I2, IBP) <ul style="list-style-type: none"> ● Lots not within critical areas and/or shoreline setback, and/or with no Garry oak trees. ● Lots within critical areas, shoreline setback, and/or with Garry oak tree(s). 	Permit required, \$100.00 Permit required, \$200.00
Tree removal permit - Commercial, mixed use, neighborhood commercial zones (C1, C2, C3, ARC, NC1, NC2, TOC, CBD) <ul style="list-style-type: none"> ● Lots not within critical areas and/or shoreline setback, and/or with no Garry oak trees. ● Lots within critical areas, shoreline setback, and/or with Garry oak tree(s). 	Permit required, \$100.00 Permit required, \$400.00
Tree removal permit - Lots within the OSR1 zoning district	Permit required, but no fee.
Tree removal permit - Lots within the OSR2 zoning district.	Permit required, \$300.00
Tree removal permit - Lots within the P/1 zoning district.	Permit required, \$100.00
Tree Emergency Removal Permit <ul style="list-style-type: none"> ● Single family zoned lots ● All other zoned properties located in the City of Lakewood. <i>Permit is required because the proposed code may require replacement trees.</i>	No permit required, no fee. Permit required, but no fee.

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS		
	Building Permit fees shall be based upon valuation. The valuation shall be determined by the Building Official. For most projects the square footage costs in the most current Building Valuation Data Table published by the International Code Council (ICC) may be employed. For projects not covered by the table construction estimation tools such as Construction Cost Data by R.S. Means or the BNI <i>Construction Costbook</i> may be referenced as a guide.	
	Administrative Fee - Includes a technology fee equal to 2% of the total building permit cost.	
	Permit fees shall be calculated from valuation in the following manner:	
	Valuation	Corresponding Permit Fee
	\$0 - \$500	\$30.00
	\$501 - \$2,000	\$30.00 for the first \$500.00 plus \$4.00 for each additional \$100 or fraction thereof, to and including \$2,000.
	\$2,001 - \$25,000	\$90.00 for the first \$2,000.00 plus \$17.50 for each additional \$1,000 or fraction thereof, to and including \$25,000.
	\$25,001 - \$50,000	\$492.50 for the first \$25,000.00 plus \$12.50 for each additional \$1,000 or fraction thereof, to and including \$50,000.
	\$50,001 - \$100,000	\$805.00 for the first \$50,000.00 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.
	\$100,001 - \$500,000	\$1,255.00 for the first \$100,000.00 plus \$7.25 for each additional \$1,000 or fraction thereof, to and including \$500,000.
	\$500,001 - \$1,000,000	\$4,155.00 for the first \$500,000.00 plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
	\$1,000,001 - \$5,000,000	\$7,155.00 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to an including \$5,000,000.
	\$5,000,001 and up	\$23,155.00 for the first \$5,000,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof.

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued		
Plan Review Fees		
Plan review fees shall be 65 percent (65%) of the Building Permit Fee with a minimum fee of one hour (\$92.00)		
Plan review for residential site specific base plans shall be \$500.		
Other Fees		
	Demolition Fees	
	Single Family (including duplex)	\$200.00
	Residential Accessory Building	\$100.00
	Commercial/Multi-Family (including mobile home parks)	
	Less than 10,000 square feet	\$200.00
	10,000 to 100,000 square feet	\$400.00
	100,000 square feet or more	\$600.00
	Mobile Home Setup Permit	\$184.00
State Building Code Council (SBCC) Surcharge - Residential		\$6.50 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085
State Building Code Council (SBCC) Surcharge - Commercial		\$25.00 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085
General Comments		
1)	Any person who commences any work on a building, structure, gas, mechanical, or plumbing system before obtaining the necessary permits may be subject to an investigative fee.	
2)	Additional inspection outside of normal business hours or investigative fee rates are calculated at \$92.00 per hour (2 hour minimum).	
3)	A reinspection fee shall be calculated at \$92.00 per occurrence.	
4)	Additional plan review resulting from revisions, resubmittals and other documents shall be calculated at \$92.00 per hour of staff time expended.	
5)	Additional hourly rates for which no specific fee is identified shall be calculated at \$92.00 per hour.	
6)	Expedited plan review by the use of outside consultants for plan checking and/or inspections will be the actual cost calculated by outside consultant. The consultant fees shall be paid directly to the outside consultant. Thereafter, the Building Official will adjust the City's building permit review fees.	
7)	The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees as assessed.	
8)	Any time the use of a building or tenant space is changed, a change of use permit is required. The fee for a change of use permit is \$250.00. If alterations to the space are to be performed, additional permits and fees may be required such as building permit, plumbing permit, mechanical permit, etc. Please note that an electrical permit may be required for changes to the electrical service or wiring.	
9)	Foundation only permit for phased commercial and multifamily projects, 10 percent of the ICC Building Valuation.	
10)	Shell only permits for phased commercial and multifamily building, 80 percent of the ICC Building Valuation per square foot.	
11)	Review of minor additions or revisions to plans before permit issuance, \$92 per hour, minimum, one hour. Major revisions to plans will require a new plan review fee. Revisions submitted in response to plan review comments do not require additional plan review fee. Shell only permits for phased commercial and multifamily buildings, 80 percent of the ICC Building Valuation	
12)	Review of minor additions or revisions to plans after permit issuance, \$92 per hour, minimum, one hour.	
13)	Review of deferred submittals, \$92 per hour, minimum one hour.	
14)	Tenant improvements for shell building, 50 percent of the ICC Building valuation per square foot. Said tenant improvement is limited to nonstructural tenant alterations not included in the building permit for the new shell building. This work is limited to improvements of previously unoccupied space.	
15)	Work without permits; double fees for building permits and plan review fees.	
16)	Building permit extension (after two extensions have been previously authorized by the Building Official. The fee is 0.5 hours at the CED hourly rate (see Staff Review Fees under Other Fees section).	

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
D.	GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued	
Mechanical Permit Fees		
New Single Family Residences and Duplex (per unit) Flat Fee		\$175.00
Residential (Prescriptive Design)		\$175.00
Commercial and Non-Prescriptive Residential		Per Valuation w/ Minimum \$175.00
New Commercial Building and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.		
Project Valuation		Fee
Up to \$5,000		\$85.00
\$5,000 - \$100,000		\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
> \$100,000		\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.
Mechanical Review Fees		
When plan reviews and/or specifications are required, the plan review fee shall be calculated at 25% of the Permit Fee.		
Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below:		
Equipment Unit Schedule Description		Fee
Permit Issuance		\$34.00
Issuing supplemental permits		\$12.00
Furnaces up to and including 100,000 BTU		\$22.00
Furnaces over 100,000 BTU		\$29.00
Appliance vents		\$12.00
Repair or additions to A/C systems		\$22.00
Boilers, compressors and absorption systems up to and including 3 horsepower		\$29.00
Boilers, compressors and absorption systems over 3 horsepower and including 15 horsepower		\$53.00
Boilers, compressors and absorption systems over 15 horsepower and including 30 horsepower		\$76.00
Boilers, compressors and absorption systems over 30 horsepower and including 50 horsepower		\$100.00
Boilers, compressors and absorption systems over 50 horsepower		\$123.00
Air handlers up to and including 25 tons		\$18.00
Air handlers over 25 tons		\$29.00
Evaporative coolers		\$41.00
Ventilation and exhaust (fans and hoods)		\$18.00
Incinerators, domestic type		\$29.00
Incinerators, international type		\$41.00
Each gas piping from 1 to 5 outlets		\$12.00
- Additional outlets per outlet		\$3.00
Miscellaneous		\$18.00

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued		
PLUMBING PERMIT FEES		
New Single Family Residences and Duplex (per unit) flat fee		\$225.00
New Commercial Buildings and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.		
<u>Project Valuation</u>		<u>Fee</u>
Up to \$5,000		\$85.00
\$5,000 - \$100,000		\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,000 and up		\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.
PLUMBING REVIEW FEES		
When plans and/or inspections are required, the plan review fee shall be calculated at 25% of the Permit Fee.		
Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below.		
<u>Equipment Unit Schedule</u>		<u>Fixture Fee</u>
Permit Issuance		\$34.00
Issuing supplemental permits		\$12.00
Furnaces up to and including 100,000 BTU		\$22.00
Each plumbing fixture with one trap		\$12.00
Each building sewer		\$22.00
Each drain for indoors rainwater system		\$12.00
Each cesspool		\$35.00
Each private sewage disposal system		\$59.00
Each water heater and vent		\$12.00
Each gas piping from 1 to 5 outlets		\$12.00
- Additional outlets per outlet		\$3.00
Each waste incinerator		\$12.00
Water piping or water treating system		\$12.00
Repair or alteration of drainage or vent		\$12.00
Backflow device for lawn sprinklers		\$12.00
Vacuum breakers from 1 to 5		\$12.00
- Additional units over 5 per each		\$3.00
Backflow device for other systems over 2 inches in diameters		\$24.00
Cross connection of reclaimed water system		\$47.00
Each graywater system		\$59.00
Medical gas system from 1 to 5 outlets		\$71.00
- Additional outlets over 5 per each		\$12.00

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
E. GEOGRAPHICAL INFORMATION SYSTEMS AND OTHER FEES		
Geographical Information Systems (GIS)		
LABOR COSTS: Labor costs for preparation of requested GIS information shall be billed on a quarter of an hour (15-minute) basis, at the rate of \$12.50 per fifteen (15) minute period of labor, in addition to any applicable mapping and/or electronic media costs, set forth below:		
Standard Mapping Products		
Photo Quality Paper (11 X 17)		\$15.00 each
Wall Map (22 X 34)		\$20.00 each
Wall Map (33 X 44)		\$25.00 each
ELECTRONIC MEDIA: CD-ROM		\$15.00
Administrative Services		
Extra Duty Contracts - Administrative Fee		\$2.00 per hour
Extra Duty Contracts - Processing Fee		\$10.00 per invoice
Lien Filing Fee		\$50.00 plus all recording fees
F. PUBLIC WORKS PERMIT FEES		
Administrative Fee		
Technology Fee		2% of the total public works permit cost
Permits		
Site Development Permit (covers site work, including erosion control, clearing, grading and drainage)		
	Project Value	Permit Fee
	\$0 - 15,000	\$920.00
	\$15,001 - \$50,000	\$1,840.00
	\$50,001 - \$150,000	\$4,600.00
	\$150,001 - \$1,000,000	\$8,280.00
	Over \$1,000,001	\$16,560.00
<i>Project Value is defined as the value of all improvements outside the building footprint.</i>		
Right-of-Way Permit (authorization to use right-of-way for minor construction, parking or other non-intrusive use)		\$184.00 plus any staff time in excess of 2 hours at \$92.00 per hour
Annual Right-of-Way Permit (authorization for utility companies to use right-of-way for non-intrusive maintenance activities)		\$500.00
Pavement Degradation Fee : (recovers loss in pavement serviceability due to pavement cuts):		
	Road Material, Type, PCI Score	PDF Fee
	Flexible, High Volume, In moratorium	\$85.00 per square yard
	Flexible, High Volume, PCI 100-85	\$42.00 per square yard
	Flexible, High Volume, PCI 84-70	\$34.00 per square yard
	Flexible, High Volume, PCI 69-50	\$25.00 per square yard
	Rigid, High Volume, In moratorium	\$164.00 per square yard
	Rigid, High Volume, PCI 100-85	\$82.00 per square yard
	Rigid, High Volume, PCI 84-70	\$66.00 per square yard
	Rigid, High Volume, PCI 69-50	\$49.00 per square yard
	Flexible, Med-Low Volume, In moratorium	\$54.00 per square yard
	Flexible, Med-Low Volume, PCI 100-85	\$27.00 per square yard
	Flexible, Med-Low Volume, PCI 84-70	\$22.00 per square yard
	Flexible, Med-Low Volume, PCI 69-50	\$16.00 per square yard
	Rigid, Med-Low, In moratorium	\$142.00 per square yard
	Rigid, Med-Low, PCI 100-85	\$71.00 per square yard
	Rigid, Med-Low, PCI 84-70	\$57.00 per square yard
	Rigid, Med-Low, PCI 69-50	\$43.00 per square yard

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
F.	PUBLIC WORKS PERMIT FEES - continued	
	Right-of-Way Vacation Permit (<i>"Sale" or vacation of city right-of-way to abutting property owners</i>)	\$1,840.00
	Street Opening Permit (<i>Used to install new or repair/upgrade existing private and public facilities located in a street right-of-way; includes pavement cuts, excavation, traffic control, etc.</i>)	\$920.00 plus any staff time in excess of 10 hours at \$92.00 per hour
	Oversize Load Permit (<i>all vehicles in excess of legal weight or size limitations according to RCW 46.44 shall obtain an oversize load permit prior to operating on Lakewood streets</i>)	Individual \$184.00 Annual \$552.00 Additional costs shall apply if police escorts or signal technician work is required.
	Reinspection Fee (<i>to cover cost of each reinspection, required in conjunction with a Right-of-Way Permit, necessary to assure compliance with the requirements of the permit</i>)	\$92.00
	General Inspection Fee (<i>for inspection not otherwise listed</i>)	\$92.00 per hour
	Miscellaneous Permits (<i>any Public Works permit not covered by the fee schedule, if performed by an employee</i>)	Rate will be based on actual hourly costs, plus benefits (30%), operating costs (16%) and central services costs (16%)
	Professional Services Contracts (<i>any private or public professional service contract needed</i>)	Rate will be billed 100%, plus 10% administrative charges

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
G. PARKS AND RECREATION PROGRAMS (Facility/Use)		
Parks, Recreation & Community Services		
Special Use Permit*		
Events		\$200.00 - \$500.00
Colonial Plaza and Major events		\$1000.00 - \$5,000.00
Event Deposit		\$250.00 - \$500.00 per event
Additional event fees and services (plus 15% of gross private event revenue)		Market rate + 15%
<i>* permit fee + extra costs associated with event (garbage, staff support, notification, sanitation, security, etc)</i>		
Alcohol Permit Fee ** (must be purchased in addition to a special use permit)		
Small events		\$200.00
Large events		\$500.00
Major events		\$1,000.00
** Special conditions apply		
Facility Use Cancellation/Reschedule Fees		
- Recreation Administrative Fee		\$10.00 (non-refundable)
- Special Use Permit - less than 30 days prior to		(0%) 100% retained by City
- Special Use - 31-60 days prior to use		(50% refunded) 50% retained by City
- Special Use - more than 61 days prior to use		(75% refunded) 25% retained by City
Lakewood Senior Activity Center (two hour minimum)		
Rainier Room - Full activity room		\$65.00 per hour
Classroom		\$30.00 per hour
Art room		\$30.00 per hour
Kitchen (only if available if renting full activity room)		\$15.00 per hour
Facility Deposit		\$150.00
Cleaning Fee		\$150.00
Additional Staffing Fee		\$25.00 per hour
Cancellation Fees		
- Facility Deposit/Fees (less than 30 days)		(0%) 100% retained by City
- Facility Deposit/Fees (31-60 days prior)		(50% refunded) 50% retained by City
- Facility Deposit/Fees (more than 61 days prior)		(75% refunded) 25% retained by City
Boat Launch		
Per launch (Credit/Debit Cards Only)		\$15.00
Resident Season Pass		\$125.00 plus tax
Non-Resident Season Pass		\$150.00 plus tax
Overnight Pass		\$50.00
Commercial Pass		\$250.00
Outdoor Market Vendors		Daily Rate
Regular Stall 10x10		\$30.00
Regular Stall 10x 20 or Food Trucks		\$50.00
Regular Stall 10x30		\$75.00
Please note that this fee structure does not apply to the City events. Fees for SummerFEST vendors, contractors, street festivals, specialty activities, food trucks and other event may vary based on activity, logistics, location, anticipated guests, number of days or hours of operation, sponsorship, in-kind services and other conditions.		
Neighborhood Parks		
Field Preparation Fees		\$25.00
Neighborhood Field use		\$20.00 per hr (no prep); \$50.00 per game fee (2.5 hrs. and one prep per day)

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
G. PARKS AND RECREATION PROGRAMS (Facility/Use) - continued		
Fort Steilacoom Park		
Large Picnic Shelter		
Off Season: October - April		\$100.00
Off Season: May - September - May require a special use permit.		\$200.00
Small Picnic Shelters - Full day only May - Sep		
Off Season: October - April		\$50.00
Off Season: May - September - May require a special use permit.		\$75.00
Pavilion		
4 Hours		\$500.00
7 Hours		\$1,000.00
Hourly Rate		\$150.00
Deposit		\$250.00 - \$500.00
Cleaning Fee		\$50.00 - \$70.00
Additional hourly rates may be charged for repairs or additional cleaning based on use of the facility.		
Sport Field Use Fees		
		<u>With one field preparation, per field, per day</u>
- 1 Field		\$200.00
- 2 Fields		\$275.00
- 3 Fields		\$350.00
- 4 Fields		\$425.00
- 5 Fields		\$500.00
		<u>Without field preparation, per day</u>
- 1 Field		\$150.00
- 2 Fields		\$200.00
- 3 Fields		\$250.00
- 4 Fields		\$300.00
- 5 Fields		\$350.00
Baseball Field #5 at Fort Steilacoom Park		\$25.00 per game or \$50.00 per day
Single Sports Field (no preparation)		\$40.00 per 60 minutes
Tournament Deposit and Cancellation Fee (A full refund or credit less		
- Nonrefundable tournament reservation fee (does not go towards tournament fees)		\$100.00
- Tournament Deposit Fee (will go towards tournament fees)		\$100.00 per field
- Tournament cancelled less than 30 days prior		50% of deposit refunded
- Tournament cancelled 31-60 days prior		75% of deposit refunded
Youth soccer teams not associated with city leagues but use city fields for league play, per team. Field availability may vary and field prep fees apply.		
- Age 10 years and under		\$100.00 per team
- Age 11 - 18 years		\$125.00 per team
- Adult, age over 18 years		regular field use rates apply
Youth baseball teams not associated with city leagues but use city fields for league play, per team. Field availability may vary and field prep fees apply.		\$50.00 per game fee (2.5 hours and one prep per day)
Field preparation (all sports)		\$50.00 per prep \$75 per mid day mound change

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
G.	PARKS AND RECREATION PROGRAMS (Facility/Use) - continued	
	Other Fees	
	Open Space: Requires a special use permit.	\$100.00 - \$200.00
	Jumpy House Permits - Must be inspected and requires insurance.	\$20.00 each
	Non-Refundable Vendor Application Fee	\$25.00
	Advertising Banner	\$100.00 per day
	Concessions	\$25.00 - \$50.00 per day
	Additional Staff Fee	Hourly rate of staff
	Parking, camping and other revenue collected by renter for event	15% of gross revenue
	In addition, an hourly rate will be charged for repairs or additional cleaning.	
	Neighborhood Shelters	
	Off Season Resident / Nonresident May require a special use permit.	\$40.00 / \$50.00
	Peak Resident / Nonresident Season May require a special use permit.	\$60.00 / \$75.00
	McGavick Center Facility Use/Rental	
	Non-profit organizations may rent the entire facility for a flat fee of \$1,500.00. The City's available days for rental/use are limited in number each year.	

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
H. FIRE CODE OFFICIAL & INTERNATIONAL FIRE CODE (IFC) FEES		
Community & Economic Development		
Site Development Plan Review (plats, short plats, commercial projects, residential infill's etc.)		
	Basic review fee	\$250.00
	- Additional review (over two hours)	\$125.00 per hour
	Vehicle Gates (includes plan review, inspection and testing)	\$125.00 per hour
	Construction Plan Review - A plan review fee will be charged for fire department review of requirements for construction and inspection of the IFC requirements for buildings classified as Group A, B, E, F, H, I, M, R, S and U. The plan review fee shall be:	15% of the plan review fee established for Building Permit Plan Review with a minimum fee of \$125.00
Fireworks Fees		
1)	Fees for temporary fireworks stand permit	\$100.00
2)	Fees for a public display permit	\$245.00
3)	A liability insurance policy(ies) is/are required in accordance with the Fireworks Ordinance for both fireworks stands and public displays as follows:	
	- \$500,000 for injuries to any one person in one accident or occurrence;	
	- \$1,000,000 for injuries to two or more persons in any one accident or occurrence;	
	- \$500,000 for damage to property in any one accident or occurrence; and/or	
	- \$1,000,000 combines single limit for any one accident or occurrence	
4)	A bond for clean-up is required in accordance with the Fireworks Ordinance for all fireworks stands (in a bond or cashiers check)	\$500.00
Fire Alarm Systems		
	Tenant Improvements (1st four zones)	\$215.00 plus \$6.00 (per
	- Additional zones	\$54.00 (each)
	Residential (one and two-family dwellings)	\$215.00 plus \$6.00 (per
	Commercial and Multi-Family (1st four zones)	\$325 plus \$6.00 (per device)
	- Additional zones	\$54.00 (each)
	- Sprinkler supervision only	\$270.00
	Fire Alarm Permit Fee for upgrading of an existing system	50 percent (50%) of the fee
	Fire Alarm Plan Review Fee	25 percent (25%) of the
	Underground Sprinkler Supply (includes plan review,	\$325.00
New Suppression Systems (Halon, CO2, Dry Chemical, FM200, Integren, etc.):		
	- 1 to 5 nozzles	\$200.00
	- Over 5 nozzles	\$200.00 plus \$20.00 per nozzle over 5 nozzles
	- Bottle(s)	\$30.00 per bottle

2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
H. FIRE CODE OFFICIAL & INTERNATIONAL FIRE CODE (IFC) FEES - continued		
Above Ground Fire Sprinkler Systems		
The fee for fire sprinkler systems shall be based on the Building Permit Fee Table. The valuation shall be based on the per square foot figure of sprinkler systems as established by policy in accordance with nationally-recognized standards.		
Plan Review Fee <i>(for the fire sprinkler systems are in addition to the permit fee)</i>		25 percent (25%) of the permit fee, with a minimum of \$125.00.
Tenant Improvements <i>(relocation and addition to existing system)</i>		valuation 20 percent (20%)
System		\$270.00
Standpipes (includes review, inspection and testing fees)		
Temporary Standpipe		\$162.00
Class I		\$184.00
Class II		\$297.00
Class III		\$318.00
Other Fees		
- Additional inspection fees may be imposed		\$50.00 for each additional inspection
- After hours inspections		\$75.00 hour (1-hour minimum)
Fire Pump Installations (includes review, inspection and testing fees)		\$540.00
Commercial Power Generator Installations (includes review, inspection and testing fees)		\$350.00
Battery Systems - Capacity over 50 Gallons		\$125.00
Compressed Gas Systems - Install, Modify, Repair or Abandon		\$200.00
Crogenic Fluids - Install or Modify		\$200.00
Emergency Responder Radio Coverage System - Install or Modify		\$200.00
Flammable and Combustible Liquids		
	Installation of Modification of Commercial Tank, Piping or Distribution System	\$250.00
	Installation of Modification to Pipeline System	\$125.00
	Removal of Abandoned Tank in Place of Residential Tank	No Fee
	Removal or Abandoned in Place of Residential Tank	\$55.00
Hazardous Materials - Installation, Repair, Abandon or Remove a Facility		\$125.00
Industrial Ovens - Installation		\$125.00
LP Gas - Installation of Storage and/or Distribution System		\$200.00
Solar/Polarvoltaic Power Systems (Commercial) - Installation and Modification		\$125.00
Spraying or Dipping Operations - Installation or Modification of Spray Booths, Room or Dip Tank		\$200.00
False Fire Alarms		
In the event of more than two false alarms in any 12 month period, the Fire chief may charge a fee for fire department response as specified below:		
- First and Second False Alarms		No Fee
- Third False Alarm		\$100.00
- Fourth and Additional False Alarms		\$250.00
EXCEPTION: False alarms resulting from the failure of a fire alarm service technician notifying the central, proprietary or remote monitoring station shall be billed at the rate of \$250.00 for each occurrence.		\$270.00 for each occurrence

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
H.	FIRE CODE OFFICIAL & INTERNATIONAL FIRE CODE (IFC) FEES - continued	
	Fire Code Permit Fees	
	The following are annual fees, except where noted, in accordance with Section 105 of the International Fire Code.	
	Permit charges may be waived by the Fire Chief or Fire Marshal for the following: Activities of Washington State non- profit corporations and/or civic or fraternal organizations which possess an IRS tax exempt status. Proof of IRS tax exempt shall be presented at the time of permit application. Non-profit organizations may be charged 1/2 of the listed occupancy permit fees. However, any group shall be assessed a full permit fee if the approved conditions of the permit are modified or not adhered to by the applicant.	
	Permit Type	Fee
	Aerosol products	\$110.00
	Aircraft Refueling Vehicle	\$110.00
	Amusement Buildings	\$110.00
	- Haunted House - Commercial (Limited)	\$110.00
	- Bizaars, Boutiques, Booths or Displays	\$110.00
	- Flee Markets	\$110.00
	Aviation Facilities	\$110.00
	Carnivals and Fairs	
	- Commercial	\$110.00
	- Fairs, Bazaars, Famers Market, Etc.	\$110.00
	- Special Events - Outdoors	\$110.00
	Cellulose Nitrate Film	\$110.00
	Combustible Dust Producing Operations	\$110.00
	Combustible Fiber Storage	\$110.00
	Compressed Gases	\$110.00
	Covered and Open Mall Buildings	\$110.00
	- Kiosks, Concessions, Booths, Etc.	\$110.00
	- Used for Assembly (Limited)	\$110.00
	- Use of Open Flame (Limited)	\$110.00
	- Display of Flammable Liquid or Gas Filled	\$110.00
	Cryogenic Fluid	\$110.00
	Cutting and Welding	\$110.00
	Dry Cleaning	\$110.00
	Dust Producing Operations	\$110.00
	Explosives - Manufacture, Store, Handling, Sale or Use	\$110.00
	Fireworks Stand, Limited	\$110.00
	Flammable/Combustible Liquids	\$110.00
	Fruit and Crop Ripening	\$110.00
	Fumigation and/or Insecticidal Fogging	\$110.00
	Hazardous Material - Store, Transport, Dispense, Use of Handle	\$110.00
	HPM Facilities	\$110.00
	High Pile Storage	\$110.00
	Hot Work Operations	\$110.00
	Industrial Ovens	\$110.00
	Liquid or Gas-Filled Vehicles/Equipment in Assembly Bldgs.	\$110.00
	Lumber Yards and Woodworking Plants	\$110.00
	Magnesium	\$110.00

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
H.	FIRE CODE OFFICIAL & INTERNATIONAL FIRE CODE (IFC) FEES - continued	
	Fire Code Permit Fees - continued	
	Permit Type (continued)	Fee
	Mall (Covered)	\$110.00
	- Kiosks, Concessions, Booths, etc.	\$110.00
	- Used for Assembly (Limited)	\$110.00
	- Use Open Flame, etc. (Limited)	\$110.00
	- Display Flammable Liquid or Gas Filled	\$110.00
	Motor Vehicle Fuel Dispensing Station	\$110.00
	Organic Coatings	\$110.00
	Ovens- Industrial	\$110.00
	Parade Floats (limited)	\$110.00
	Place of Assembly	\$110.00
	Haunted House - Commercial (limited)	\$110.00
	Bazaars, Boutiques, Booths or Displays	\$110.00
	Flea Markets	\$250.00
	Other Special Events (Limited)	\$110.00
	Pyrotechnical Special Effects Material	\$110.00
	Radioactive Material	\$110.00
	Refrigeration Equipment (Commercial)	\$110.00
	Repair Garages	\$110.00
	Spraying and Dipping	\$110.00
	Tents and Canopies	\$110.00
	Tire and Storage	\$110.00
	Welding and Cutting	\$110.00
	Tax Incentive Urban Use Center Fees	
	- Application Fee	\$150.00 plus \$25.00 per multi-family unit, up to a maximum fee not to exceed \$300.00
	- Pierce County Assessor Processing Fee (specific to the Tax Incentive Urban Use Center Application Fee)	\$100.00
	- Extension to Conditional Certificate	\$50.00

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
I. BUSINESS LICENSE FEE SCHEDULE		
Community & Economic Development		
General Business License (GBL)		\$60.00
Renewal of GBL		\$60.00
Temporary Business License		\$60.00
Temporary Business License Renewal		\$60.00
Pawnbroker Pawnshops		\$750.00
Second-hand and/or salvage dealers		\$150.00
Junk and/or salvage dealers		\$300.00
Transient Trader in second-hand property		\$53.00
Private Sales		No Fee
Flea Markets		\$750.00
Adult Cabaret Manager and Entertainer		\$150.00
Adult Entertainment Establishment		\$1,125.00
Panoram Premises License		\$1,125.00
Panoram Device License		\$75.00 per device
Panoram Owner License		\$1,125.00
Panoram Manager License		\$113.00
Carnivals and Circuses		\$150.00 per day
- Five or less machines or devices		\$75.00 per week*
- Five or more		\$15.00 per week per device*
* Alternative to device fees		\$150.00 annual fee
Wrecker License		\$150.00
Public Dances, Cabarets, Dance Halls and Teenager Dances		
- Cabaret		\$750.00
- Public Dance Hall		\$150.00
- Public Dances (per night)		\$53.00
- Public Dances (annually)		\$150.00 (maximum of four
- Teenager Dances		Same as Public Dances
Massage Businesses		
- Massage Business License		\$75.00
- Massage Manager		\$75.00
Bathhouses		
- Public Bathhouse		\$750.00
- Bathhouse Attendant		\$113.00
- Bathhouse Manager		\$113.00
Outdoor Public Music Festivals		\$1,125.00 per day of festival
Bondsmen		\$750.00
Theaters		\$150.00 per screen per year
<i>Transfer of license fee (commercial kennel or cattery, hobby kennel, foster kennel, private kennel, grooming parlor, or pet shop)</i>		No fee
Commercial Kennel/Cattery (6-50 dogs/cats)		\$100.00 plus \$2.00 per dog/cat
Commercial Kennel/Cattery (over 50 dogs/cats)		\$100.00 plus \$200.00
Solicitors and Peddlers		\$75.00 per solicitor or peddler

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
J. RENTAL HOUSING SAFETY PROGRAM		
Community & Economic Development		
Detached Single Family Rental Flat Fee Per Unit		\$12.00
Multi-Family Rental Flat Fee Per Unit		\$12.00
Late Fee for Rental Housing Registration (up to one month past due):		
Any applicant or licensee who fails to make application for a Rental Housing license or renewal, within 30 days after expiration of their rental license or of the commencement of business in the case of a new rental business, shall be subject to a late application fee, computed at 100 percent of the cost of the applicable license fee.		
Certificate of Compliance		No Charge
Certificate of Compliance Transfer to New Owner		No Charge
Initial Safety Inspection		No Charge
Reinspection		\$125.00
Rental Housing Inspector's Initial Registration		\$0.00
Rental Housing Inspector's Annual Renewal		\$10.00
K. SMALL WIRELESS FACILITIES		
Community & Economic Development		
Small Wireless Franchise Fee Deposit. Requires a deposit of \$5,000.00 with Small Wireless franchise application. The deposit is intended to cover all administrative expenses incurred by the City (including staff/consultant related time) associated with the review of each franchise application and associated franchise negotiations. Additional fees may apply if additional staff/consultant related time is necessary. Any application fee deposit monies not used for administrative expenses associated with the review of each franchise application and franchise negotiation will be returned to the applicant following the approval or denial of the franchise by the City Council. This administrative fee excludes normal permit fees required for work within the City Rights-of-way. City personnel will be tracking all hours expended for each Small Wireless application review and franchise negotiation. This deposit may also be applied to administrative costs associated with negotiate a Master License Agreement for Small Wireless Facilities on City Facilities.		\$5,000.00
Small Wireless Facility Permit Fee (per facility)		\$100.00
Small Wireless Facility Annual ROW Access Fee (in lieu of ROW permits)		\$270.00
Small Wireless Facility Pole Attachment Fee ("Rent" per facility on City facilities) - This fee is prorated based on the number of days covered from Rent Commencement Date to December 31.		\$276.75
Small Wireless Facility Pole Replacement Fee (per replaced pole)		\$1,000.00

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
L.	ANIMAL CONTROL LICENSING FEES	
	Police	
	The annual license fees for the ownership, keeping, or having control of dogs and/or cats in the City shall be as follows:	
	- Dogs (altered)	\$20.00
	- Dogs (unaltered)	\$55.00
	- Cats (altered)	\$12.00
	- Cats (unaltered)	\$55.00
	Reduced rates for physically disabled and senior citizens, 65 years of age or older:	
	- Dogs (altered)	\$10.00
	- Dogs (unaltered)	\$30.00
	- Cats (altered)	\$4.00
	- Cats (unaltered)	\$30.00
	Animals exempted from payment of fee - Guide Dog or Service Animal (with proof)	No Fee
	In order to receive the fee advantage for altered dogs and cats, an individual must provide either proof of alteration from a licensed veterinarian or a written statement from a licensed veterinarian that the spay/neuter procedure would be harmful to the animal.	
M.	BURGLAR/SECURITY ALARM PERMIT FEES	
	Police	
	The fee for burglar/security alarm systems operating within the City of Lakewood as defined in Chapter 9A.13 of the Lakewood Municipal Code are as follows:	
	Annual Permit Fee	\$24.00
	- for Senior Citizens or Physically Disabled	\$12.00
	General False Alarm Fee	\$100.00 each incident
	Robbery False Alarm Fee	\$200.00 each incident
	Supplemental False Alarm Fee for Unregistered Alarm	\$100.00 each incident
	Late Fee if False Alarm Fee is not paid in 30 days of invoice	\$25.00
	Appeal Fee (refundable if fee is overturned)	\$50.00
	Alarm Company Fee for Failure to Verify Alarm Signal	\$100.00
	Alarm Company Fee for false statements concerning the inspection of an alarm site or alarm performance	\$200.00
	Failure to comply and provide customer lists to Alarm Administrator	\$25.00 per working day (after the initial 30-day notice expires, i.e. day 31)
	Failure to renew (assessed the Alarm Agreement Holding Company)	\$100.00
	Failure to obtain an alarm permit from the Police alarm Administrator	\$10.00 per each registered alarm user in City, with maximum of \$100.00
	Reinstatement fee for unregistered alarm installation company or unregistered company	Greater of 100.00 or \$10.00 per alarm user of letters that have been sent



To: Mayor and City Councilmembers
From: Tho Kraus, Deputy City Manager
Through: John J. Caulfield, City Manager
Date: November 14, 2022
Subject: Review of 2022 Accounts Receivable Write-Offs

BACKGROUND

Per the Lakewood Municipal Code 03.22.02 Write-Off: The City shall make reasonable attempts to collect all money owing in compliance with city policy and procedures. If such attempts fail and at least 120 days have passed since the original due date, the receivable will be sent to the collection agency. No less than 24 months after the original due date, if the receivable remains uncollected, the City may write-off the debt, provided the amount of the receivable is less than \$250.00 and both the City Manager and Deputy City Manager authorize the write-off. Any decisions regarding write-off are discretionary with the City and may consider any variety of factors, including but not limited to resources of the City for purposes of attempting collection and aggregate impact of receivables at the time.

PROPOSED WRITE-OFFS

In reviewing the account receivable that is owed to the City, the following are requested to be written off:

- **Jonah McFall \$3,254.18**
Subrogation for City property damage claim #2017-0067, date of loss 01/24/2019, location was at 8928 N. Thorne Lane SW/Harry Todd Park. Individual's vehicle damaged a City locked gate. A Promissory Note and payment agreement was signed on 11/25/2019. Mr. McFall made 2 payments for a total of \$400.00. A 30 day letter was sent on 09/09/2020 after no other payments received the account was turned over to collection on 10/27/2020 to Dynamic Collectors.
- **Terry Black \$3,951.15**
Subrogation for City property damage claim #2019-0079, date of loss 09/28/2019, location was at South 96th Street & South 40th Avenue. Individual's vehicle damaged a City guardrail. A 30 day to pay letter was sent on 03/16/2020. When no payment was received the account was turned over to collection on 05/27/2020 to Dynamic Collectors.
- **O'Shea Peterson \$6,232.43**
Subrogation for City property damage claim #2019-0086, date of loss 10/20/2019, location was at 11800 Block of Bridgeport Way SW. Individual's vehicle damaged a City gateway sign. A 30 day to pay letter was sent on 05/13/2020. When no payment was received the account was turned over to collection on 10/27/2020 to Dynamic Collectors.

NEXT STEPS

- November 21, 2022 Regular Council Meeting
Consent Agenda - Approve 2022 Accounts Receivable Write-Offs



To: Mayor and City Councilmembers
From: Tho Kraus, Deputy City Manager
Through: John J. Caulfield, City Manager
Date: November 14, 2022
Subject: Review of 2023/2024 Proposed Biennial Budget

BACKGROUND

The purpose of this review is to allow the City Council another opportunity to discuss the proposed 2023/2024 biennial budget prior to the scheduled adoption on November 21. The schedule of open public meetings held and upcoming to review the proposed 2023/2024 biennial budget is as follows:

October 3, 2022

City Manager presentation of the Proposed 2023/2024 Biennial Budget

October 5, 2022

Department Budget Presentations:

City Council, City Manager, Parks, Recreation & Community Services, Police, Legal

October 12, 2022

Department Budget Presentations:

Municipal Court, Community & Economic Development, Public Works Engineering, Administrative Services

October 24, 2022

Review of 2021 Property Tax Levy

Review 6-Year Financial Forecast

November 7, 2022

Public Hearing on 2023 Property Tax Levy

Public Hearing on 2023/2024 Proposed Biennial Budget

November 14, 2022

Review 2023 Fee Schedule Amendments

Review 2023/2024 Proposed Biennial Budget

November 21, 2022

Adopt 2023 Property Tax Levy

Adopt 2023/2024 Biennial Budget

Adopt 2023 Fee Schedule Amendments

The 2023/2024 Proposed Biennial Budget may be viewed at: <https://cityoflakewood.us/finance/biennial-budget/>

NEXT STEPS

November 21, 2022

Adopt 2023 Property Tax Levy

Adopt 2023/2024 Biennial Budget

Adopt 2023 Fee Schedule Amendments

Changes to the Proposed 2023/2024 Biennial Budget

The current proposed budget incorporates funds totaling \$2,516,417 received from Pierce County ARPA (American Rescue Plan Act funds) for the following projects:

- \$597,995 for Rose Rd. & Forest Rd. Sewer Extension
- \$1,182,822 for Wadsworth, Silcox & Boat St. Sewer Extension
- \$735,600 for Grant Ave. & Orchard St. Sewer Extension

Previously Proposed:

Funding Sources	2023	2024	2025	2026	2027	2028	Total
Fund 204 Sewer Surcharge 4.75%	\$ 1,322,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 1,572,000
Fund 311 Sewer Availability Charge	\$ 35,000	\$ 35,000	\$ 35,000	\$ 1,359,000	\$ 35,000	\$ 95,000	\$ 1,594,000
Grants - Anticipated	\$ -	\$ 268,400	\$ 2,116,585	\$ -	\$ -	\$ -	\$ 2,384,985
Total Funding Sources	\$ 1,357,000	\$ 353,400	\$ 2,201,585	\$ 1,409,000	\$ 85,000	\$ 145,000	\$ 5,550,985

Project Costs	2023	2024	2025	2026	2027	2028	Total
311.0002 Side Sewer CIPs	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
311.0006 Rose Rd. & Forest Rd. Sewer Extension	\$ 1,272,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,272,000
311.0007 Wadsworth, Silcox & Boat St. Sewer Extension	\$ -	\$ 268,400	\$ 2,116,585	\$ -	\$ -	\$ -	\$ 2,384,985
311.0008 Grant Ave. & Orchard St. Sewer Extension	\$ -	\$ -	\$ -	\$ 1,324,000	\$ -	\$ -	\$ 1,324,000
311.0009 Washington Ave. & W. Thorne Ln. Sewer Extension	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000
311.0000 Program Administration	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 210,000
Total Project Costs	\$ 1,357,000	\$ 353,400	\$ 2,201,585	\$ 1,409,000	\$ 85,000	\$ 145,000	\$ 5,550,985

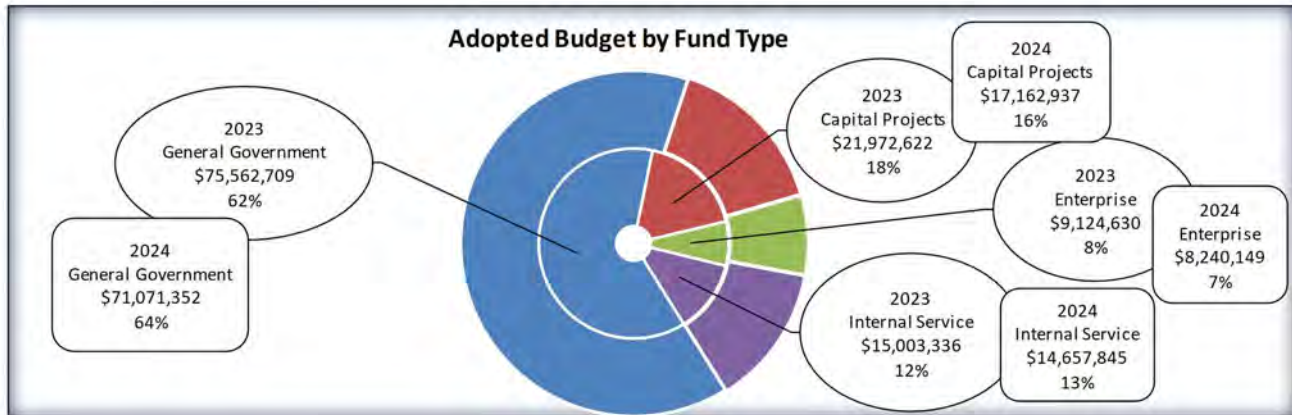
Currently Proposed:

Funding Sources	2023	2024	2025	2026	2027	2028	Total
Fund 204 Sewer Surcharge 4.75%	\$ 50,000	\$ 467,178	\$ 129,000	\$ 200,120	\$ 50,000	\$ 50,000	\$ 946,298
Fund 311 Sewer Availability Charge	\$ 888,005	\$ 435,000	\$ 35,000	\$ 620,280	\$ 35,000	\$ 95,000	\$ 2,108,285
Grants - Secured	\$ 597,995	\$ 1,222,822	\$ 69,000	\$ 626,600	\$ -	\$ -	\$ 2,516,417
Unfunded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Funding Sources	\$ 1,536,000	\$ 2,125,000	\$ 233,000	\$ 1,447,000	\$ 85,000	\$ 145,000	\$ 5,571,000

Project Costs	2023	2024	2025	2026	2027	2028	Total
311.0002 Side Sewer CIPs	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
311.0006 Rose Rd. & Forest Rd. Sewer Extension	\$ 1,074,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 1,164,000
311.0007 Wadsworth, Silcox & Boat St. Sewer Extension	\$ 287,000	\$ 2,000,000	\$ 79,000	\$ -	\$ -	\$ -	\$ 2,366,000
311.0008 Grant Ave. & Orchard St. Sewer Extension	\$ -	\$ 40,000	\$ 69,000	\$ 1,362,000	\$ -	\$ -	\$ 1,471,000
311.0009 Washington Ave. & W. Thorne Ln. Sewer Extension	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000
311.0000 Program Administration	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 210,000
Total Project Costs	\$ 1,446,000	\$ 2,215,000	\$ 233,000	\$ 1,447,000	\$ 85,000	\$ 145,000	\$ 5,571,000

Proposed 2023/2024 Biennial Budget

The Proposed 2023/2024 Biennial Budget totals \$121,663,298 in 2023 and \$111,132,283 in 2024 as follows:



Fund	2023 Proposed				2024 Proposed				
	Beginning Fund Balance	Revenue	Expenditure	Ending Fund Balance	Beginning Fund Balance	Revenue	Expenditure	Ending Fund Balance	
General Government Funds:	\$ 21,309,004	\$ 54,253,705	\$ 58,594,205	\$ 16,968,504	\$ 16,968,504	\$ 54,102,848	\$ 57,869,295	\$ 13,202,057	
001 General Fund	15,837,013	43,535,910	48,207,266	11,165,657	11,165,657	44,145,920	47,837,515	7,474,061	
101 Street	-	3,792,423	3,792,423	-	-	2,958,027	2,958,027	-	
103 Transportation Benefit District	58,424	835,000	835,000	58,424	58,424	835,000	835,000	58,424	
104 Hotel/Motel Lodging Tax	2,677,042	1,125,000	1,125,000	2,677,042	2,677,042	1,125,000	1,125,000	2,677,042	
105 Property Abatement/RHSP	-	425,500	425,500	-	-	488,000	488,000	-	
106 Public Art	-	37,000	37,000	-	-	37,000	37,000	-	
180 Narcotics Seizure	-	-	-	-	-	-	-	-	
181 Felony Seizure	-	-	-	-	-	-	-	-	
182 Federal Seizure	-	-	-	-	-	-	-	-	
190 CDBG	1,513,495	553,819	553,819	1,513,495	1,513,495	550,000	550,000	1,513,495	
191 Neighborhood Stabilization Prog	-	28,000	28,000	-	-	45,500	45,500	-	
192 SSMCP	-	311,125	306,377	4,748	4,748	311,125	315,874	-	
195 Public Safety Grants	-	-	-	-	-	-	-	-	
196 ARPA	19,209	-	-	19,209	19,209	-	-	19,209	
201 GO Bond Debt Service	-	2,521,978	2,521,978	-	-	2,517,754	2,517,754	-	
202 LID Debt Service	-	236,692	236,692	-	-	219,765	219,765	-	
204 Sewer Project Debt	1,070,728	851,258	525,150	1,396,836	1,396,836	869,757	939,860	1,326,733	
251 LID Guaranty	133,093	-	-	133,093	133,093	-	-	133,093	
Capital Project Funds:	\$ 6,809,757	\$ 15,162,865	\$ 21,198,625	\$ 773,997	\$ 773,997	\$ 16,388,940	\$ 17,071,470	\$ 91,467	
301 Parks	-	965,000	965,000	-	-	3,115,000	3,115,000	-	
302 Transportation	3,767,000	11,154,000	14,921,000	-	-	9,154,000	9,154,000	-	
303 Real Estate Excise Tax	2,068,447	2,200,000	3,866,625	401,822	401,822	2,200,000	2,587,470	14,352	
311 Sewer Project	974,310	843,865	1,446,000	372,175	372,175	1,919,940	2,215,000	77,115	
Enterprise Fund:	\$ 4,393,180	\$ 4,731,450	\$ 5,731,863	\$ 3,392,767	\$ 3,392,767	\$ 4,847,382	\$ 4,812,468	\$ 3,427,681	
401 Surface Water Management	4,393,180	4,731,450	5,731,863	3,392,767	3,392,767	4,847,382	4,812,468	3,427,681	
Internal Service Funds:	\$ 5,802,936	\$ 9,200,400	\$ 9,209,630	\$ 5,793,706	\$ 5,793,706	\$ 8,864,139	\$ 8,574,688	\$ 6,083,157	
501 Fleet & Equipment	5,000,658	2,898,946	2,526,520	5,373,084	5,373,084	2,479,927	2,172,320	5,680,691	
502 Property Management	530,000	912,134	1,357,134	85,000	85,000	916,396	1,001,396	-	
503 Information Technology	272,278	2,940,490	2,877,146	335,622	335,622	3,017,696	2,950,852	402,466	
504 Risk Management	-	2,448,830	2,448,830	-	-	2,450,120	2,450,120	-	
Grand Total - All Funds	\$ 38,314,877	\$ 83,348,420	\$ 94,734,324	\$ 26,928,974	\$ 26,928,974	\$ 84,203,309	\$ 88,327,921	\$ 22,804,362	
			Total Budget	\$ 121,663,298				Total Budget	\$ 111,132,283

Budget Summary

The budget includes the following:

A Balanced General Fund

For Lakewood, the City's finances have never been stronger. The General Fund is balanced in 2023 and 2024 meaning operating expenditures do not exceed operating revenues. The City is projected to end 2022 in its best financial condition in a couple of decades, building upon its strong financial position that began several years ago. One major concern is that while operating revenues have improved, the recent decline in the retail trade component of sales tax is one area that will require ongoing monitoring to ensure revenue projections are met;

Personnel Changes to Increase Service Levels and Ensure a Balanced Budget

The Proposed 2023/2024 Biennial Budget proposes an increase of 12.55 FTEs from 210.50 FTEs adopted in 2022 to 223.05 FTEs in 2023 and 2024, recognizing that some of these positions were previously approved as part of budget adjustments in 2021 and 2022.

Position Changes				
2022 Adopted vs 2023/2024 Proposed	FTE	Department	Group	Status
Positions Added				
Communications Coordinator	1.00	CM	AFSCME	Proposed
IT Analyst	1.00	AD	AFSCME	Proposed
Associate Planner	2.00	CED	AFSCME	Proposed
Program Coordinator-CDBG	0.25	CED	AFSCME	Proposed
Program Coordinator-ARPA/Econ Dev	1.00	CED	AFSCME	Proposed
Neighborhood Coordinator	1.00	CED	AFSCME	Proposed
Program Assistant-RHSP	1.00	CED	AFSCME	Proposed
Permit Technician	1.00	CED	AFSCME	Proposed
Capital Projects Coordinator	1.00	PRCS	AFSCME	Proposed
Maintenance Worker	3.50	PRCS	AFSCME	Proposed
Office Assistant (Domestic Violence)	0.50	Legal	AFSCME	Proposed
Associate City Attorney (ARPA body cameras)	1.00	Legal	Non-Rep	Proposed
PRA/Legal Specialist (ARPA body cameras)	1.00	Legal	AFSCME	Proposed
Court Clerk	0.30	Court	AFSCME	Proposed
Police Lieutenant	1.00	Police	LPMG	Proposed
Positions Eliminated				
Diversity, Equity & Inclusion Manager	(0.50)	CM	Non-Rep	Proposed
Administrative Assistant	(1.00)	CED	AFSCME	Proposed
Maintenance Assistant	(1.50)	PRCS	AFSCME	Proposed
Court Compliance Officer (CCO)	(1.00)	Court	AFSCME	Proposed
Total Change	12.55			

- Addition of a Communications Coordinator to assist the Communications Manager with planning, organizing and executing citywide communications and public relations within the City's Communications Division. This includes expanding the City's digital media presence, including producing high-quality multi-media projects like videos and other emerging marketing techniques to promote events and the work of the City. Also includes assisting with the advancement of the City's social media presence, and website management. The communication needs of the City have grown in recent years as the City has established itself as a leader in the South Sound with its multitude of events, programs, services and projects. This position is needed to keep up with this growth as well as continue to elevate the City's position as a leader in Pierce County.
- The addition of an IT Analyst will allow the Information Technology Division to address increased technology needs as it relates to public records requests, telework, cybersecurity, help desk and special projects. The increase in public disclosure requests (PDR) heavily impacts IT, since IT is the "3rd party" providing the initial extract of emails related to PDR requests. The hybrid telework/in office work model also continues to require support from IT, and while employees are required to report in-person when technology doesn't support remote work (for example, employee's internet connection is poor or technology doesn't support their need) there is still

the call and follow-up to IT. Additionally, remote access work creates new opportunities for cybercriminals to exploit technology systems. The additional support will provide relief to the CIO who can then dedicate more time and expertise to major projects as identified in the 6-year IT Strategic Plan, as well as planning for and staying abreast of major developments and trends in information technology in order to advance and protect the City's technology infrastructure.

- Two Associate Planner positions are proposed. The first Associate Planner position will focus on the City's sustainability program and support current and long range planning. In 2021, the City Council adopted a new climate chapter to the City's comprehensive plan, as well as climate change action plan. This position will implement the City's climate change policies and programs, coordinate with City departments, outside agencies, and private and public utility providers. This position will also be responsible for preparing annual reports on the City's efforts to reduce greenhouse gases (GHGs).

The second Associate Planner position will administer tree permits in the event the City Council adopts a revised tree preservation code. This position coupled with an on-call arborist would be offset by tree preservation revenue.

- The .25 Program Coordinator CDBG is proposed as a shared fulltime position with the Human Services Coordinator position (.50 FTE) and Lakewood Promise support position (.25 FTE).
- A Program Coordinator ARPA position is included to assist in various ARPA program requirements, serve as the Lakewood ARPA Resident Navigator and point of contact for Lakewood businesses seeking ARPA assistance available from County, State and Federal levels. The City's Resident Navigator program provides referral assistance to City residents seeking ARPA rent/mortgage and utility funds, child care services, workforce training, medical and behavioral health services, and/or emergency shelter.
- A Neighborhood Coordinator position is proposed to serve as a liaison for neighborhood revitalization, focused on improving the safety and quality of life in neighborhoods citywide. The purpose is to improve neighborhoods and address local community challenges. Further, this position would assist in community outreach as part of the 2024 comprehensive plan periodic update. This position would be responsible for organizing a system of neighborhoods by establishing both physical and social places. This position would also work very closely with the City's planning team on neighborhood planning and revitalization.
- The Program Assistant Rental Housing Assistant Program (RHSP) position is proposed to continue in the upcoming biennium given it was a limited term position through the end of 2021.
- A Permit Technician position is proposed given the significant increase in the number of planning and building permits. This position would offset current workload. The position would also be used to continue the transition from one automated permitting system to a new permitting system, which occurred in early 2022 as well as the implementation of the document management system. The position is proposed to be funded primarily by development services permits and fees revenue.
- The Capital Project Coordinator is proposed given the size and scope of the City's Parks CIP program. The City has been very successful procuring grants and funds to implement park improvement projects. In the next few years the City will be managing over \$10 million in park capital improvements. Until recently, the City had the equivalent of a half-time temporary position to manage all the projects. Additional support is needed to ensure all of the various components as well as the grant requirements are done properly and projects are completed on time and within established budgets. Funding is within the existing Parks CIP budget
- The proposed addition of 3.5 Maintenance Worker positions and elimination of 1.5 Maintenance Assistance positions results in a net addition of 2 Maintenance Workers and is comprised of three factors. The first is the reclassification of 1.5 Maintenance Assistant positions to Maintenance Workers coupled with bringing them to fulltime status resulting in an additional 0.5 Maintenance Worker. The second is bringing an existing .50 position to fulltime status. The third is the restoration of a vacant Maintenance Worker position that was not funded as part of the last biennial budget due to financial challenges. All positions are proposed to address increased

maintenance needs given the continued improvements to City park and street facilities as well as to support the many special events sponsored by the City on an annual basis.

- An Office Assistant in support of victims of Domestic Violence is proposed to bring this position to fulltime status. Currently, this position is funded through the STOP grant as a .5 position. This was a full time position prior to the pandemic. Since that time, state law has passed that requires the prosecutor increased contact with victims of domestic violence throughout the life of the case. The City had previously been able to coordinate victim support through partnerships with agencies such as the Crystal Judson Center and the YWCA. These partnerships will continue, however, the City is also required by state law to add, through the prosecution function, victim contact regarding case status, which creates additional workload for the City.
- An Associate City Attorney and PRA/Legal Specialist, funded with ARPA funds is included to support body camera operations.
- A Court Clerk position is proposed to increase from 0.7 FTE to a full time status to address municipal court workflow. Funding is offset by the elimination of a Court Compliance Officer position.
- An additional Police Lieutenant position is proposed to address the increasing workload that has been absorbed by the department over the years including: management of the in-Car video program; management of the soon-to-be implemented body worn camera program; increased response to public disclosure requests; responsibility for Lakewood's participation and response to the Pierce County Force Investigation Team (PCFIT); administrative oversight of the Special Response Team (SRT) after withdrawal from Metro SWAT; and fleet management. Another consideration is the impending retirements of the majority of Police command personnel over the next few years.
- The Diversity, Equity and Inclusion Manager position is proposed to be replaced with contracted services led by the Deputy City Manager, Communications Manager and Assistant to the City Manager/Policy Analyst to develop the City's DEI Strategic Plan and other DEI efforts to include workforce development and diversity, increasing cultural awareness of city personnel, diversity training, community engagement, and increased community stakeholder collaboration.
- A Court Compliance Officer (CCO) position is eliminated to reflect the decrease in work volume in the court.
- As with previous biennial budgets, positions equating to 11.25 FTEs are identified as limited term positions for the upcoming biennium. The reason for this is financial. The City's available operating revenue does not allow for these positions to be recognized as ongoing, thus in order to preserve the integrity of the City's finances, they are proposed only for this biennium and will be reevaluated in future bienniums just as has occurred from past bienniums.

Limited Term Positions	FTE	Department	Status	Funding Source
Permit Technician	1.00	CED	New in 2023/2024	Development Services Fees
Associate Planner	1.00	CED	New in 2023/2024	Tree Permit Fees
Program Coordinator: RHSP/Abatement	1.00	CED	Continuation from 2021/2022	RHSP Fees/Abatement Funds
Program Assistant: RHSP	1.00	CED	Continuation from 2021/2022	RHSP Fees/Abatement Funds
Program Coordinator - CDBG	0.25	CED	New in 2023/2024	CDBG/ARPA Funds
Neighborhood Coordinator	1.00	CED	New in 2023/2024	One-time General Fund
Maintenance Worker	1.00	PRCS	Continuation from 2021/2022	One-time General Fund
Capital Projects Coordinator	1.00	PRCS	New in 2023/2024	One-time General Fund
Office Assistant -- Domestic Violence	1.00	Legal	Continuation & New in 2023/2024	STOP Grant/One-time General Fund
Program Coordinator - ARPA/Econ Dev	1.00	CED	New in 2023/2024	One-time ARPA Funds
Associate City Attorney (ARPA body cameras)	1.00	Legal	New in 2023/2024	One-time ARPA Funds
PRA/Legal Specialist (ARPA body cameras)	1.00	Legal	New in 2023/2024	One-time ARPA Funds
Total Change	11.25			

The result, as in previous years, is that our residents and businesses, those who we serve, will not see or experience any reductions in City services. The changes outlined above will allow the City to maintain fiscal integrity while increasing services in Lakewood City Council priority areas, specifically in the areas of: diversity, equity and inclusion, code enforcement, capital projects, public safety, housing and economic development.

Advancements in Economic Development

- Targeted economic development with a specific focus on the Downtown, the Lakewood Station District which includes Lakewood Landing, the I-5 retail frontage along Pacific Highway South, Woodbrook Industrial Business Park, International District, Springbrook and Tillicum, and McChord North Clear Zone (NCZ);
- Work with KITE Realty on a Downtown park and mixed use development;
- Amend the City's Comprehensive Plan and related development regulations in accordance with the state mandated 2024 Comprehensive Plan update;
- Implement updated tree preservation code once adopted;
- Develop an Urban Forestry Program;
- Initiate climate change implementation measures once adopted;
- Evaluate investment options for the Economic Development Opportunity Fund;
- Implementation of the Five Year 2020-2024 Consolidated Plan to include funding in support of an expansion of LASA and funding to support Habitat for Humanity and the building of nine new low-income homes;
- Implementation of the Western Hospital Master Facility Plan in partnership with DSHS;
- Proactively represent the City and participate at SSHAP, PSRC and PCRC to include sub-group meetings of GMCC and TCC;

Advancements in Dependable Infrastructure

- Implement 11 new park improvements projects plus project support totaling \$4.1 million;
- Implement 17 new transportation improvement projects plus project support totaling \$24.1 million;

Advancements in Public Safety

- Commitment to setting aside 1% of General Fund for human and social services to include homelessness and mental illness;
- Continuation of Veteran's Treatment Court and evaluate Community/Mental Health Court models;
- Implementation of the Rental Housing Safety Program (RSHP);
- Proactive Abatement Program to include the development of a new system to track unsafe buildings and stop work orders;
- Re-establish the Police Explorer Program that was suspended in 2020 due the pandemic;
- Develop an abbreviated Citizens Academy for the Youth Council and high school students;
- Partnership between the City, West Pierce Fire and Rescue (WPFR) University Place, and Steilacoom (new in 2022) in support of expanded regional emergency management services;

Advancements in Fiscal Responsibility

- Provide strong and transparent financial reporting with a focus on full disclosure to include the preparation of the biennial budget, Popular Annual Financial Report (PAFR), Annual Comprehensive Financial Report (ACFR), six-year financial forecast, and performance measures;
- Fully commit the remaining ARPA funds through an equitable and transparent process;
- Monitor the City's ARPA program;
- Implementation of a city-wide document management system that will help advance the City's efforts to go paperless;

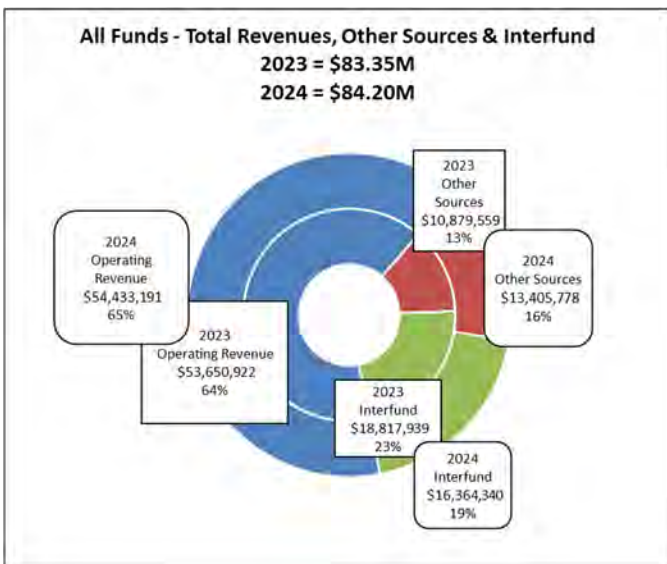
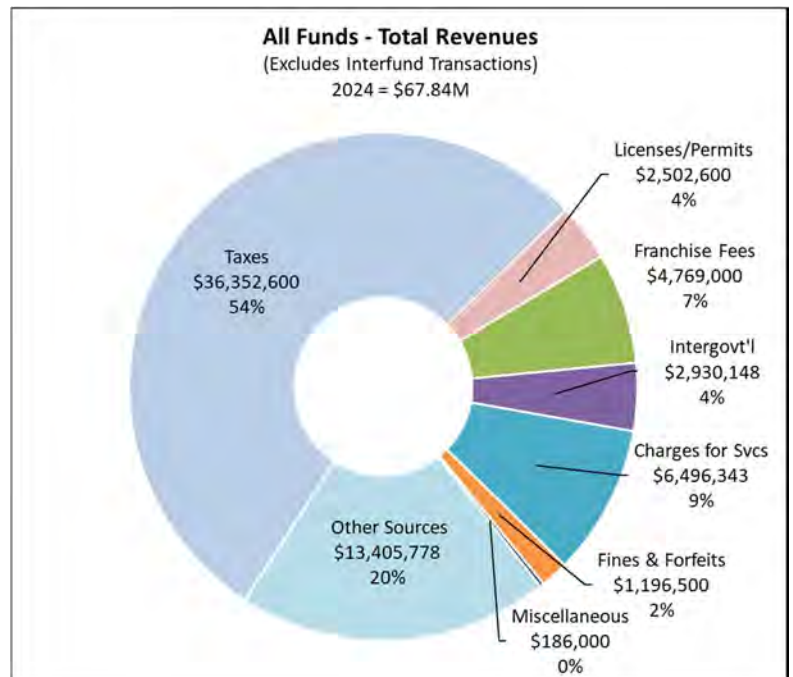
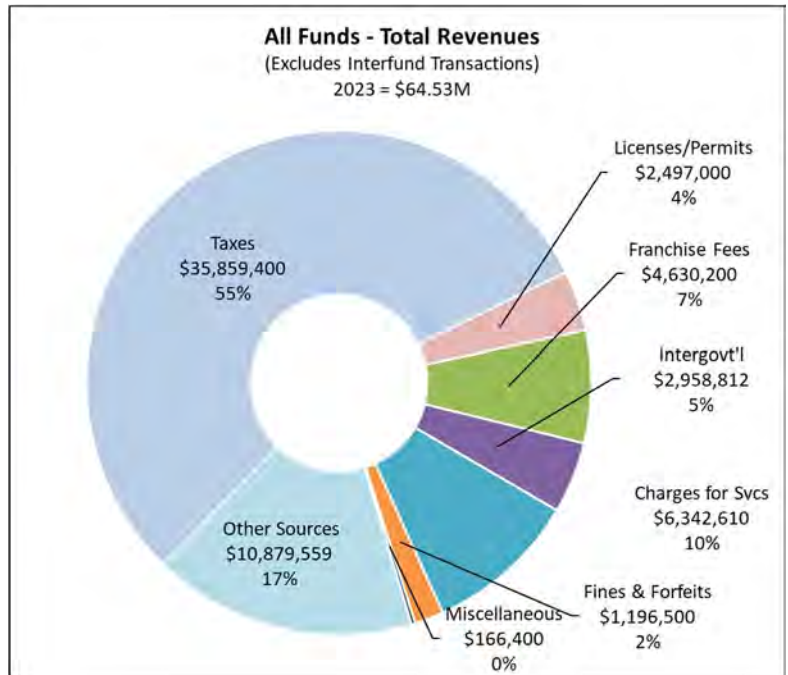
Advancements in Transparency and Robust Community

- Strengthen the City's relationships and opportunities for collaboration with neighborhood groups, associations, JBLM, local schools and institutions and advisory boards and committees;
- Provide for an annual Youth Summit to engage teens in community issues and gather information for future programs;
- Act and serve in a leadership capacity in national, state, regional and local affairs;
- Develop and implement a proactive County, State and Federal legislative agenda that promotes and protects the interests and needs of the Lakewood community;
- Develop and implement a Diversity, Equity, and Inclusion (DEI) Strategic Plan;
- Develop and implement a Communications Strategic Plan;
- Continue City's leadership and contribution to the South Sound Military and Communities Partnership (SSMCP) with a focus on transportation, housing, child care services, JBLM regional economic analyses report, State Defense Community Capability Account (DCCA), climate change study, occupational licensing to reduce barriers for military spouses, and the North Clear Zone (NCZ);
- Continue to expand and grow with the number of events sponsored by the City each year;
- Complete City Strategic Plan update for 2023-2024;
- Implement *Build Your Better Here* imaging campaign for the City;
- Maintain the City's web platform, update the performance management system, and revamp the Lakewood Community Dashboard;
- Partner with the Pierce County Library System to identify options for new libraries in the Downtown and Tillicum neighborhoods;
- Evaluate new Public Art Policy;
- Implement safe and structured out of school programs and opportunities for youth to include after school and summer programming;
- Support Partners for Parks who are leading the restoration efforts of the H-Barn at Fort Steilacoom Park; and
- Expand outdoor adventure programming to include narrated hikes, education, conservation and stewardship opportunities, summer camps and other activities using our Lakewood parks, lakes and outdoor spaces.

All Fund - Sources

Revenues for all funds total \$64.53M in 2023 and \$67.84M in 2024. Operating revenues total \$53.65M in 2023 and \$54.43M in 2024 while other sources total \$10.88M in 2023 and \$13.41M in 2024. Taxes, (sales tax, property tax, utility tax, gambling, tax, admissions tax, real estate excise tax and other taxes) account for 55% of total revenues in 2023 and 54% in 2024.

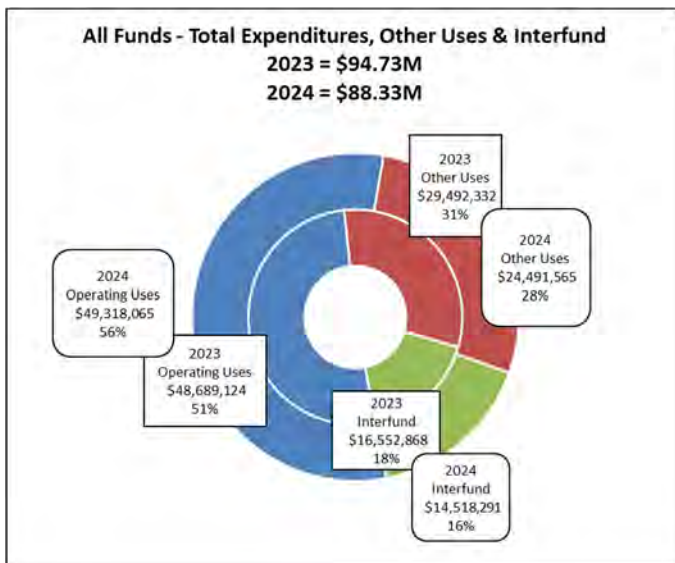
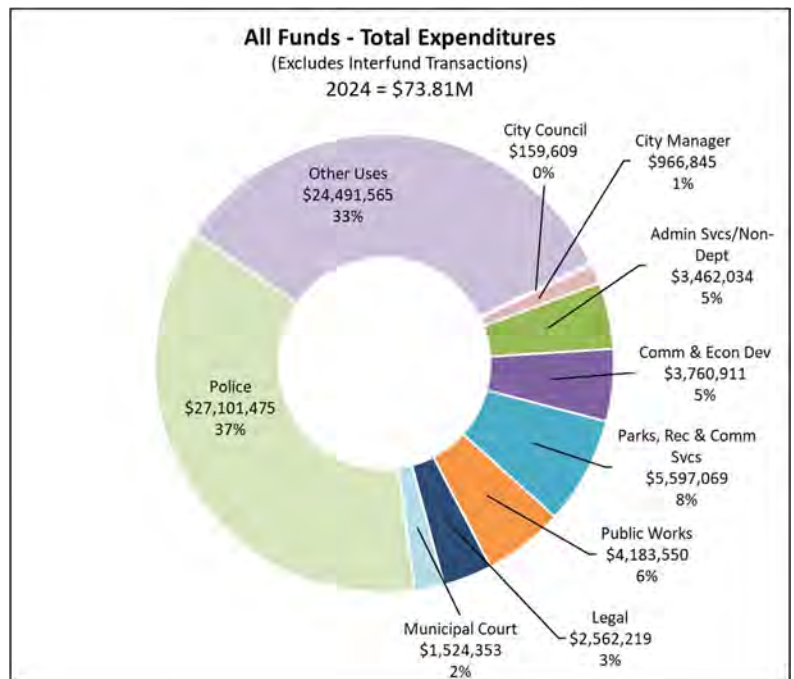
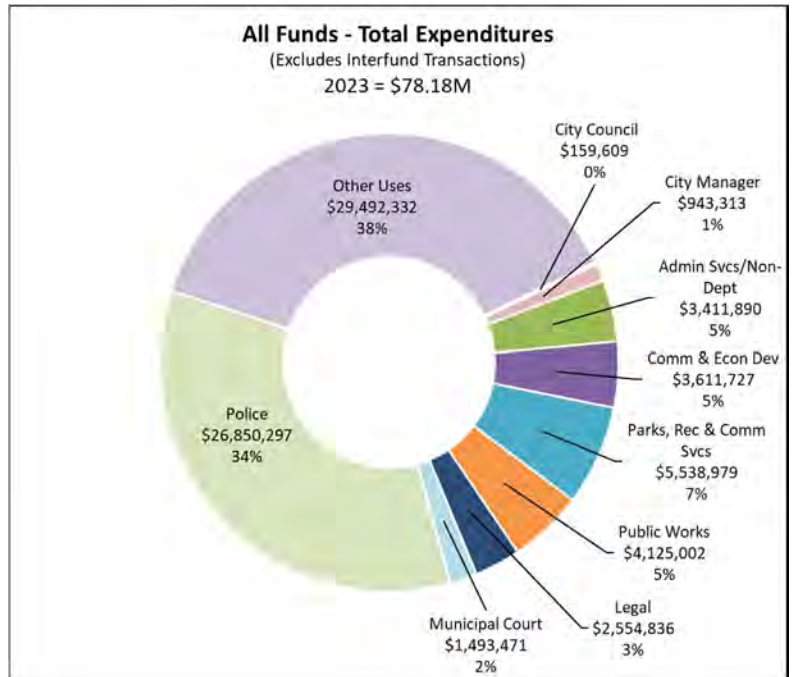
Item	2023 Proposed	2024 Proposed
BEGINNING FUND BALANCE	\$ 38,314,877	\$ 26,928,975
OPERATING REVENUE:		
Property Tax	7,703,900	7,804,100
Sales Tax	12,098,000	12,338,000
Utility Tax	5,442,300	5,542,100
Real Estate Excise Tax	2,200,000	2,200,000
Gambling Tax	3,910,200	3,910,200
Other Taxes	4,505,000	4,558,200
Licenses & Permits	2,497,000	2,502,600
Franchise Fees	4,630,200	4,769,000
Intergovernmental	2,958,812	2,930,148
Charges for Services	6,342,610	6,496,343
Fines & Forfeits	1,196,500	1,196,500
Miscellaneous	166,400	186,000
Total Operating Revenues	\$ 53,650,922	\$ 54,433,191
CAPITAL AND OTHER SOURCES:		
Other Sources	10,879,559	13,405,778
Total Other Sources	\$ 10,879,559	\$ 13,405,778
SUBTOTAL REVENUES	\$ 64,530,481	\$ 67,838,969
INTERFUND TRANSACTIONS:		
Interfund Charges	8,200,300	7,792,139
Interfund Transfers	10,617,639	8,572,201
Total Rev/Other Sources/Interfund	\$ 83,348,420	\$ 84,203,309
TOTAL SOURCES	\$ 121,663,297	\$ 111,132,284



All Funds - Uses

Expenditures for all funds total \$78.18 in 2023 and \$73.81M in 2024. Operating expenditures total \$48.69M in 2023 and \$49.32M in 2024 while other uses total \$29.49M in 2023 and \$24.49M in 2024. Public safety (police, criminal prosecution and municipal court) account for \$28.6M or 59% of total operating expenditures in 2023 and \$28.9M or 59% in 2024.

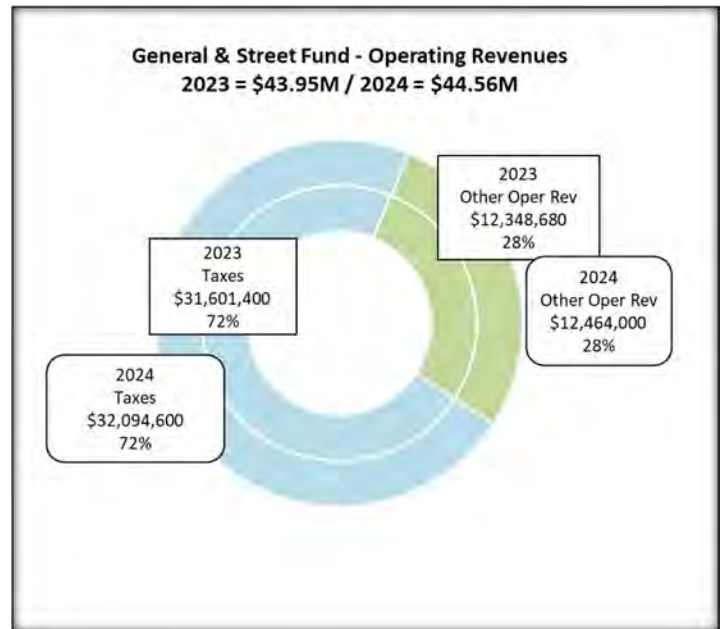
Item	2023 Proposed	2024 Proposed
OPERATING EXPENDITURE:		
City Council	\$ 159,609	\$ 159,609
City Manager	943,313	966,845
Administrative Services	2,679,825	2,717,969
Non-Departmental	732,065	744,065
Comm & Economic Dev	3,611,727	3,760,911
Parks, Rec & Comm Svcs	5,538,979	5,597,069
Public Works	4,125,002	4,183,550
Legal	2,554,836	2,562,219
Municipal Court	1,493,471	1,524,353
Police	26,850,297	27,101,475
Total Operating Expenditures	\$ 48,689,124	\$ 49,318,065
OTHER USES:		
Operating Grants/One-time Uses	9,070,202	8,074,497
Debt Service	3,734,815	3,711,196
Capital Improvements	16,687,315	12,705,872
Total Other Uses	\$ 29,492,332	\$ 24,491,565
SUBTOTAL EXPENDITURES	\$ 78,181,456	\$ 73,809,630
INTERFUND TRANSACTIONS:		
Interfund Services	5,935,229	5,946,089
Interfund Transfers	10,617,639	8,572,202
Total Interfund Transactions	\$ 16,552,868	\$ 14,518,291
Total Exp/Other Uses/Interfund	\$ 94,734,324	\$ 88,327,921
Changes in Fund Balance	\$ (11,385,904)	\$ (4,124,612)
ENDING FUND BALANCE:	\$ 26,928,973	\$ 22,804,362
TOTAL USES	\$ 121,663,297	\$ 111,132,284



General & Street Fund - Sources

Revenues total \$44.23M in 2023 and \$44.84M in 2024. Operating revenues total \$43.95M in 2023 and \$44.56M in 2024 while other sources total \$282K in 2023 and \$282K in 2024. Taxes (sales tax, property tax, utility tax, gambling tax, admissions tax, and other taxes) account for 72% of operating revenues in 2023 and 72% in 2024.

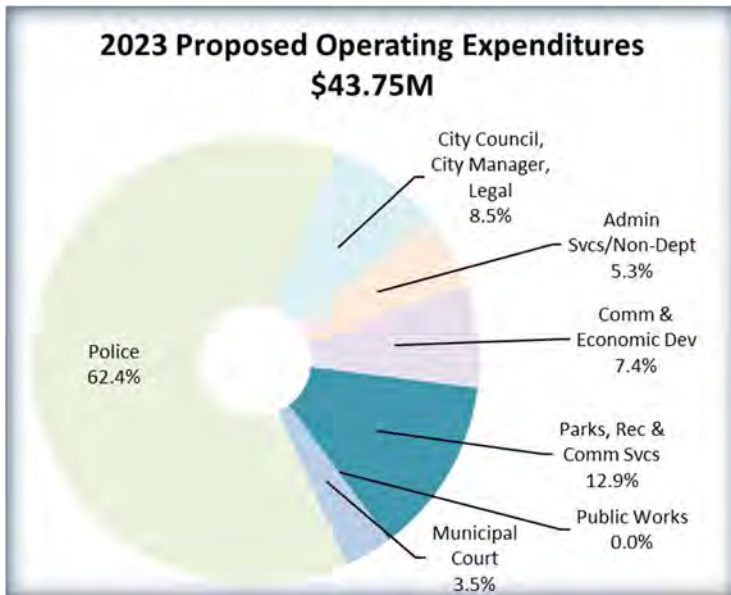
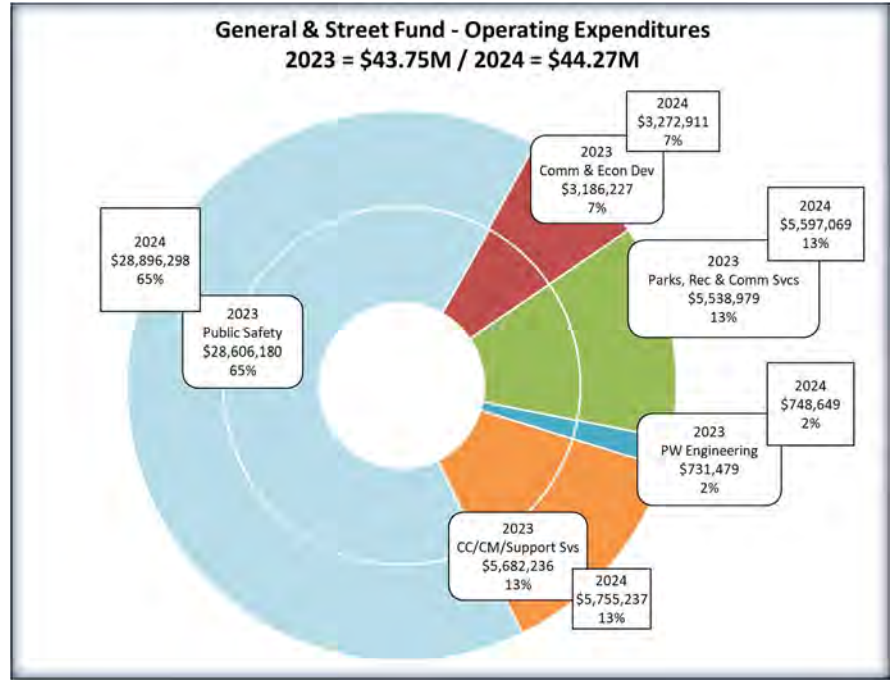
Item	2023 Proposed	2024 Proposed
BEGINNING FUND BALANCE	\$ 15,837,013	\$ 11,165,658
OPERATING REVENUE:		
Property Tax	7,703,900	7,804,100
Sales Tax	12,000,000	12,240,000
Utility Tax	5,442,300	5,542,100
Gambling Tax	3,910,200	3,910,200
Other Taxes	2,545,000	2,598,200
Licenses & Permits	2,497,000	2,502,600
Franchise Fees	4,630,200	4,769,000
Intergovernmental	2,471,280	2,447,100
Charges for Services	1,426,300	1,426,300
Fines & Forfeits	1,196,500	1,196,500
Miscellaneous	127,400	122,500
Total Operating Revenues	\$ 43,950,080	\$ 44,558,600
CAPITAL AND OTHER SOURCES:		
Other Sources	282,550	282,550
Total Other Sources	\$ 282,550	\$ 282,550
SUBTOTAL REVENUES	\$ 44,232,630	\$ 44,841,150
INTERFUND TRANSACTIONS:		
Interfund Transfers	3,095,703	2,262,797
Total Rev/Other Sources/Interfund	\$ 47,328,333	\$ 47,103,947
TOTAL SOURCES	\$ 63,165,346	\$ 58,269,605



General & Street Fund - Uses

Expenditures total \$47.17 in 2023 and \$46.55M in 2024. Operating expenditures total \$43.75M in 2023 and \$44.27M in 2024 while other uses total \$3.42M in 2023 and \$2.28M in 2024. Public safety (police, criminal prosecution and municipal court) accounts for \$28.61 or 65% of operating expenditures in 2023 and \$28.90M or 65% in 2024.

Item	2023 Proposed	2024 Proposed
OPERATING EXPENDITURE:		
City Council	159,609	159,609
City Manager	943,313	966,845
Administrative Services	1,554,825	1,592,969
Non-Departmental	732,065	744,065
Comm & Economic Dev	3,186,227	3,272,911
Parks, Rec & Comm Svcs	5,538,979	5,597,069
Public Works	731,479	748,649
Legal	2,554,836	2,562,219
Municipal Court	1,493,471	1,524,353
Police	26,850,297	27,101,475
Total Operating Expenditures	\$ 43,745,101	\$ 44,270,164
OTHER USES:		
Operating Grants/One-time Uses	3,424,604	2,282,523
Total Other Uses	\$ 3,424,604	\$ 2,282,523
SUBTOTAL EXPENDITURES	\$ 47,169,705	\$ 46,552,687
INTERFUND TRANSACTIONS:		
Interfund Transfers	4,829,983	4,242,854
Total Interfund Transactions	\$ 4,829,983	\$ 4,242,854
Total Exp/Other Uses/Interfund	\$ 51,999,688	\$ 50,795,541
Changes in Fund Balance	\$ (4,671,355)	\$ (3,691,594)
ENDING FUND BALANCE:	\$ 11,165,658	\$ 7,474,064
TOTAL USES	\$ 63,165,346	\$ 58,269,605



General Fund Ending Fund Balance

The General Fund ending fund balance totals \$11.17M in 2023 \$7.47M in 2024 meets the 12% target reserves established as follows:

Fund Balance	2023 Proposed	2024 Proposed
Total General/Street O&M Funds	\$ 11,165,656	\$ 7,474,061
2% Contingency Reserves	884,696	896,866
5% General Fund Reserves	2,211,739	2,242,165
5% Strategic Reserves	2,211,739	2,242,165
Economic Development Set Aside	2,000,000	2,000,000
Unreserved	3,857,483	92,865

- **2% General Fund Contingency Reserves:** The purpose of this reserve is to accommodate unexpected operational changes, legislative impacts, or other economic events affecting the City's operations which could not have been reasonably anticipated at the time the original budget was prepared. The City Council will determine how the Contingency Reserves are spent.
- **5% General Fund Ending Fund Balance Reserves:** The purpose of this reserve is to provide financial stability, cash flow for operations and the assurance that the City will be able to respond to revenue shortfalls with fiscal strength.
- **5% Strategic Reserves.** The purpose of this reserve is to provide some fiscal means for the City to respond to potential adversities such as public emergencies, natural disasters or similarly major, unanticipated events.

Additionally, on November 15, 2021 the City Council via Ordinance 764 established an Economic Development Opportunity Fund within the General Fund ending fund balance for the purpose of accumulating excess funds from the General Fund and other funds that are eligible to provide funding for economic development opportunity related expenditures. The set aside amount as approved in the 2021/2022 mid-biennium budget adjustment is \$1,000,000 in each year of 2021 and 2022 for a total of \$2,000,000. The City shall appropriate and use the funds as approved by the City Council.

The City's fiscal policy requires ongoing expenditures to be funded with ongoing revenues, therefore, beginning fund balance from prior year are primarily used for one-time and/or capital purpose.

Debt Management

In April 2019, Standard & Poor's Ratings Services (S&P) assigned its AA long-term bond rating to the City's new 2019 bond issue and affirmed its AA long-term bond rating on the City's outstanding general obligation debt. S&P specifically noted the City received this rating due to its robust economy, good management practices, strong financial policies, strong budgetary performance, very strong budgetary flexibility, very strong liquidity, and very strong debt and contingent liability profile.

The issuance of the new rating combined with the affirmation of the existing AA long-term rating is an extraordinary achievement for the City. In 2014 S&P upgraded the City's rating from A to AA-. This was followed by an upgrade in 2018 to AA. Over a four-year period, the City's bond rating jumped three steps skipping A+ and going directly to AA. The AA bond means that the City will experience lower financing costs by attracting a broader range of investors. This is a very positive affirmation of the City's effectiveness in managing its financial resources.

Existing General Government debt service is comprised of a promissory note issued in 2005 in support of 59th Street roadway improvements, councilmanic general obligation bonds (GO bonds) issued in 2009 in support of constructing a new police station, LOCAL funding for the City's LED streetlight retrofit program, GO bonds issued between 2019 and 2021 in support of five major transportation capital improvement projects that are being repaid with real estate excise tax (REET) funds and GO bonds that will be issued in 2023 to finance six additional major transportation capital improvement projects that are being repaid from the transportation benefit district (\$20 vehicle license fee).

Annual General Government supported debt service payments will total \$2,521,978 in 2023 and \$2,517,754 in 2022, which is 5.8% and 5.7% of general fund operating revenue, respectively.

The City does have other debt, specifically four outstanding Public Works Trust Fund loans (PWTFL) in support of sewer extensions into the Tillicum and Woodbrook neighborhoods that are financed with an assessment on all Lakewood sewer accounts. In 2021, the City issued surface water revenue bonds to finance the storm drainage element of upcoming transportation projects.

In addition, the City has two outstanding local improvement districts (LIDs) that were established to help finance street improvements. LID debt obligations are repaid through the collection of assessments from adjacent property owners.

The following table provides an overview of the City's Outstanding Debt Service in the Proposed 2023-2024 Biennial Budget.

Outstanding Debt Service					
Description	Issue Date	Amount Issued	2023	2024	Final Maturity
59th Street	4/30/2005	\$ 1,071,000	\$ 77,000	\$ 77,000	4/30/2024
Police Station-Refunding	4/19/2016	1,884,032	213,581	210,981	12/1/2028
LOCAL LED Streetlight Retrofit	3/24/2015	1,460,000	156,400	154,775	12/1/2027
Transportation Projects	5/8/2019	17,600,000	1,239,997	1,239,998	12/1/2041
Transportation Projects-TBD \$20 VLF	3/1/2023	11,600,000	835,000	835,000	12/1/2043
Subtotal General Government		33,615,032	2,521,978	2,517,754	
Sewers-PWTFL (PW-04-691-PRE-132)	7/7/2005	593,864	30,309	30,012	7/7/2024
Sewers-PWTFL (PW-06-962-022)	9/18/2006	5,000,000	300,372	298,899	9/18/2026
Sewers-PWTFL (PW-08-951-025)	3/1/2008	1,840,000	107,147	106,627	7/1/2028
Sewers-PWTFL (PW-12-851-025)	6/1/2012	500,000	37,322	37,144	6/1/2031
Subtotal Sewers-PWTFL		7,933,864	475,150	472,682	
Storm Water Revenue Bonds	10/16/2021	4,028,365	500,995	500,995	12/1/2030
Subtotal Storm Water Utility		4,028,365	500,995	500,995	
LID 1108 (street improvements)	1/1/2008	880,000	11,374	-	12/1/2023
LID 1109 (street improvements)	3/2/2020	922,757	225,318	219,765	3/1/2033
Subtotal LID's		1,802,757	236,692	219,765	
Total Debt Service		\$ 47,380,018	\$ 3,734,815	\$ 3,711,196	

Capital Improvement Funds

It is critical that adequate funding be dedicated to maintain aging infrastructure. The 2023 and 2024 capital budget, which includes parks, transportation, and sewers, amounts to \$22,646,627 and \$16,554,342, respectively. It is a reflection of an allocation of resources that have been identified as a high priority goal by the Lakewood City Council.

Funding in support of parks and transportation is a combination of city, county, state and federal grants coupled with dedicated City capital revenue such as fuel taxes, transportation benefit district funds, real estate excise taxes (REET), and storm water fees (SWM).

This budget continues a General Fund contribution that totals \$700,000 in both 2023 and 2024 in support of transportation projects and provides another \$690,000 for 2023 and \$940,000 for 2024 in support of parks projects. These monies coupled with other dedicated monies provide the critical leverage needed to effectively compete and be awarded millions in grant funds for much needed infrastructure improvements.

Parks Capital Fund

Between 2015 and 2022, the City will have completed or initiated 45 park improvement projects totaling almost \$25 million at a number of City parks to include Fort Steilacoom Park, Springbrook Park, Harry Todd Park and Wards Lake Park. Park CIP projects are heavily supported by grants and other partnerships. Park improvement investments are proposed to continue in the 2023-2024 biennium.

Funding totaling \$4,080,000 (includes grants and state capital budget awards) is allocated in support of 11 park improvements projects plus project support for 2023 and 2024 as outlined in the following table.

Proposed Park Projects		2023	2024
1	Park Equipment Replacement	\$ 20,000	\$ 20,000
2	Park Playground Resurfacing	15,000	15,000
3	Project Support	175,000	180,000
4	Edgewater Park	75,000	-
5	Wards Lake Park: Phases 2 and 3	75,000	1,775,000
6	Oakbrook Park	100,000	-
7	Park Sign Replacement Program	120,000	-
8	Playground Replacement	110,000	125,000
9	Nisqually Tribe Partnership Project	50,000	200,000
10	Harry Todd Pickleball Courts	150,000	550,000
11	Fort Steilacoom Park Pavilion Acoustics	50,000	-
12	Fort Steilacoom Park ADA & Overflow Parking	25,000	250,000
Total		\$ 965,000	\$ 3,115,000
** Funding contingent upon anticipated grants & state capital budget.			

Park projects include:

- Parks Equipment Replacement and Playground Resurfacing: This budget provides funds to support the replacement of park and playground equipment to include picnic tables, drinking fountains, benches, damaged playground pieces and required playground fall material and resurfacing. Funds are also used for Eagle Scout and other community projects that occur throughout the year.
- Edgewater Park: This one acres linear park is relatively undeveloped. A draft master plan was recently completed, however, right-of-way issues were discovered that may impact future development and parking. This project will begin design as outlined in the master plan and allow the City the opportunity to seek grants in the 2024 state funding cycle to implement improvements in 2025 and 2026.
- Wards Lake Park Improvements, Phases 2 and 3: Wards Lake Park is located in the Northeast neighborhood area of Lakewood. Since incorporation, the City has utilized a variety of funding sources totaling approximately \$2 million to purchase several parcels of contiguous land to make up the Wards Lake Park property. At over 26 acres,

Wards Lake is an amazing natural setting in a densely populated area. Phase 1 property acquisition is in negotiation and site improvements are in permitting with construction expected to occur in 2023 and 2024. Phase 2 improvements are anticipated to occur in 2025/2026 followed by Phase 3 in 2027/2028. Elements of Phase 2 may occur in conjunction with Phase 1 for efficiency. Phase 2 improvements will continue to enhance upland forest and native oak-prairie habitat areas, protect critical wetland areas, provide new access to the site and greater connectivity throughout the park, replace the restroom, create active nature play areas, create a new neighborhood park at the south corner of the site, add picnic shelters and a BMX track to bring new use to the park and enhance safety throughout the area.

Oakbrook Park Improvements: This park is located in the northwest neighborhood area of Lakewood and is the only neighborhood park in this area. In 2019 the playground was replaced. The neighborhood worked on an updated site plan and in 2023 project improvements will include the addition of a picnic shelter, perimeter walking path, sport court, site furnishings, landscaping and fencing.

- Park Sign Replacement Program: This program is proposed to replace and upgrade park entry signs with more modern signs at 11 City parks starting in 2023. Parks identified in 2023 are Fort Steilacoom Park (new Angle Lane entrance), Harry Todd Park, and American Lake Park and Springbrook Park followed by Wards Lake Park, Active Park and Oakbrook Park in 2024 and Kiwanis and First Lions Park, Washington Park, Primley Park and Edgewater Park in 2025.
- Playground Replacement: This program moves forward the replacement of playgrounds that typically have a life span of 15-20 years as identified in the Legacy Plan. The playground identified for replacement in 2023 is at Active Park followed by Lake Louise School Park (or other CPSD partnership site) in 2024, Washington Park in 2025 and Fort Steilacoom Park in 2026.
- Nisqually Tribe Partnership Project: The City and the Nisqually Tribe are engaged in a partnership project at Fort Steilacoom Park that will highlight the Nisqually Indian Tribes history and culture. This heritage project will include the installation of interpretive signage, art and gathering areas. The various improvements will inform park visitors of the Nisqually Tribe's vibrant past and also note the important work the Tribe is currently doing in our community. Improvements are planned at the following areas:
 - Plaza Area: a new sign will be added to the kiosk and benches with tribal artwork located in the plaza area near the off-leash dog-park and Waughop Lake parking lot. The sign may include historic territory map, land acknowledgement statement, photos and introduction to the Nisqually Tribe.
 - Interpretive Markers: Educational information will be placed along the 1.7 mile Nisqually Loop Trail located within the park and may include markers, artwork and other types of interpretive information to include Lushootseed language, traditional and important flora and fauna located at the park along with past and current seasonal and cultural practices.
 - Chief Leschi Trailhead: The new trailhead area located at the south side of the park was identified 12 years ago on our Discovery Trail signs as the location to tell the Chief Leschi story. A new kiosk sign, artwork (which may include a sculpture) and other site amenities such as carved or steel back benches displaying tribal artwork will honor the past and present legacy of Chief Leschi and the Nisqually Indian Tribe.
- Harry Todd Pickle Ball Courts: This project will convert the aging and underutilized above ground skate park and 50-year old tennis courts at Harry Todd Park into four pickle ball courts. Two of the courts will be ADA accessible and adjacent to ADA parking.
- Fort Steilacoom Park Pavilion Acoustics: Based on current use, it is recommended that acoustic treatments are needed to improve the use of the space for meetings and events.
- Fort Steilacoom Park ADA and Overflow Parking: This project provides for an improved parking area in the underutilized space near the barns to provide needed ADA parking for Pavilion use as well as expanded parking to accommodate the increased use of the park given the number of activities and special events that occur here each year.

The following is a list of grants and state capital budget requests totaling \$2,700,000 million that have been applied for and requested to support the 2023-2024 parks capital improvement budget.

Park Project	Grant Type	Grant Amount	Project Cost	Application Date	Notification Date
Wards Lake Park Phase 2	LWCF	\$ 1,250,000	\$ 2,500,000	Summer 2022	Spring 2023
Wards Lake Park Phase 2	WWRP	500,000	2,500,000	Summer 2022	Spring 2023
Wards Lake Phase 2 BMX Track	YAF	350,000	700,000	Summer 2022	Spring 2023
Harry Todd Park Pickle Ball Courts	YAF	350,000	600,900	Summer 2022	Spring 2023
Fort Steilacoom Park	State Capital Budget	250,000	300,000	Winter 2023	Spring 2023
TOTAL		\$ 2,700,000			
LWCF Legacy: Land and Water Conservation Fund					
WWRP: Washington Wildlife and Recreation Program (state)					
YAF: Youth Athletic Fund (state)					

Transportation Capital Fund

Between 2015 and 2022, the City will have completed or initiated 86 transportation improvement projects totaling over \$115 million including pavement preservation, pavement overlays, street and sidewalk improvements, traffic signals, neighborhood safety, and LED streetlights.

For the upcoming biennium, the City is expected to invest another \$24,075,000. The following table illustrates this commitment. This budget includes funding in support of 17 transportation improvement projects plus project support totaling \$14,921,000 for 2023 and \$9,154,000 in 2024.

Proposed Transportation Projects		2023	2024
1	Streetlights: New LED Lights	\$ 180,000	\$ 180,000
2	Safety: Neighborhood Traffic Safety/Traffic Calming	25,000	25,000
3	Minor Capital & Major Maintenance	260,000	260,000
4	Chip Seal Program: Local Access Roads	360,000	360,000
5	Streets: South Tacoma Way, 88th to 80th St (Construction)	4,083,000	-
6	Streets: Nyanza Road SW (Design)	-	450,000
7	Streets: Hipkins Road; 104th to Steilacoom Blvd (Construction)	3,276,000	-
8	Pedestrian Crossing Signal: 84th St at Pine St Intersection (Construction)	878,000	-
9	Streets & Sidewalks: CPHS 112th St Sidewalks Gravelly Lake Dr to Highland Ave	654,000	-
10	Overlay and Sidewalk: Custer Rd; Steilacoom Blvd to 500' west of Bridgeport	38,000	125,000
11	Streets & Sidewalks: Steilacoom Blvd; 87th to Weller (ROW and Construction)	-	5,030,000
12	Streets & Sidewalks: Ardmore/Whitman/93rd (Construction)	3,027,000	-
13	Overlay: South Tacoma Way; 96th to Steilacoom Blvd	55,000	946,000
14	Streets & Sidewalks: Interlaaken; 112th to Washington Blvd (Design)	-	190,000
15	Streets & Sidewalks: Idlewild Road SW; Idlewild School to 112th SW	52,000	468,000
16	Streets & Sidewalks: 112th St SW; Idlewild Road SW to Interlaaken Drive SW	49,000	441,000
17	Streets & Sidewalks: Farwest Drive; 112th St to 91st St CT SW (Construction)	1,337,000	-
18	Personnel, Engineering & Professional Services	647,000	679,000
Total		\$ 14,921,000	\$ 9,154,000

Transportation improvement projects include:

- Streetlights -- New LED Lights: The City will continue to invest in street lights each year. It is anticipated that all neighborhoods will have new LED streetlights by 2024.
- Safety -- Neighborhood Traffic Safety/Traffic Calming: This annual program provides funding to make minor capital improvements to include traffic studies, community outreach, signage, pavement markings, radar feedback signs, speed humps, and engineering to improve safety in neighborhoods.
- Minor Capital and Major Maintenance: This annual program allows the City to take a proactive approach in support of pavement patching, street paint striping, roadway markings, and driveway and sidewalk panel replacement.

- Chip Seal Program (2023): The chip seal program will be spread out north-south along areas between 100th St SW and 112th St. SW and east-west between Lake Steilacoom and Lakeview Avenue SW. Some patching and crack sealing will be done ahead of the chip seal application.
- Chip Seal Program (2024): The chip seal program will be spread out north-south along areas between Mt Tacoma Drive SW and 108th St. SW and east-west between Gravelly Lake Drive and South Tacoma Way. Some patching and crack sealing will be done ahead of the chip seal application.
- Streets -- South Tacoma Way, 88th to 80th St. (Construction): This project, which is 0.28 miles, is the construction to provide for curb, gutter, sidewalks, bike lanes, continuous 2-way left turn lane, street lighting, signal upgrades, patching, overlay, and associated storm drainage improvements.
- Streets: Nyanza Road SW (Design): This project will complete the shared use path around Gravelly Lake and close the loop from I-5 to the Lakewood Towne Center. It totals approximately 5,400 lineal feet of new road surface, curb, gutter, sidewalks, shared use path, illumination, storm water, and associated traffic signal or roundabout improvement for the north end of Nyanza.
- Streets: Hipkins Road; 104th to Steilacoom Blvd. (Construction): This project will complete curb, gutter, sidewalks, asphalt overlay, and storm drainage improvements; approximately 2,000 lineal feet was completed many years ago to slow traffic in this corridor. This project will connect these improvements to improve pedestrian and non-motorized access along this roadway.
- Pedestrian Crossing Signal: 84th St. at Pine St. Intersection (Construction): This project will install a pedestrian crossing signal to include pedestrian scale lighting, marked crosswalks, pedestrian crossing advance bar, audible pedestrian signal, pedestrian countdown signal, leading pedestrian intervals, sidewalk with curb, ADA curb ramp retrofits, and bike lanes.
- Streets & Sidewalks: Clover Park High School, 112th St. Sidewalks Gravelly Lake Drive to Highland Ave: This project will install sidewalk, curb, gutter, ADA curb ramp retrofits, bike lane, pedestrian lighting, school speed zone flashing beacons and signage along one side of the road between Gravelly Lake Drive and Highland Avenue SW, a length of approximately 1,850 feet.
- Overlay and Sidewalk: Custer Road; Steilacoom Blvd. to 500' west of Bridgeport: This project will consist of roadway surface improvements, curb, gutter, sidewalks, streetlights, and storm drainage improvements.
- Streets & Sidewalks: Steilacoom Blvd; 87th to Weller (ROW and Construction): This project will add sidewalks and bike lanes from 87th to Weller Road. Improvements include curb, gutter, sidewalks, bike lanes, right turn pocket, street lighting, storm drainage, and pavement patching and asphalt overlay.
- Streets & Sidewalks: Ardmore/Whitman/93rd (Construction): This project, which will connect Steilacoom Blvd. to the Colonial Plaza and Lakewood Towne Center will add sidewalk, curb, gutter and an asphalt overlay.
- Overlay: South Tacoma Way; 96th to Steilacoom Blvd: This project will provide an asphalt overlay along this corridor to include upgrading sidewalk ramps to conform to current ADA standards.
- Streets & Sidewalks: Interlaaken; 112th to Washington Blvd. (Design): This project will construct sidewalks along this corridor to include curb, gutter, storm drainage, streetlights and an asphalt overlay.
- Streets & Sidewalks: Idlewild Road SW; Idlewild School to 112th Street SW: This project will construct sidewalks on the west side of Idlewild from the Idlewild Elementary School to 112th Street SW and include curb, gutter, storm drainage, streetlights, and an asphalt overlay.

- Streets & Sidewalks: 112th Street SW; Idlewild Road SW to Interlaaken Drive SW: This project will construct sidewalk along this corridor to include curb, gutter, storm drainage, streetlights, a raised crosswalk at Idlewild and 112th, and an asphalt overlay
- Streets & Sidewalks: Farwest Drive; 112th Street to 91st Street CT SW (Construction): This sidewalk, curb and gutter in-fill project along the westside of Farwest Drive will also install pedestrian lighting, road reconfiguration (diet), ADA curb ramp retrofits, and bike lanes.

This budget proposal does not include funding for which the City has applied, but not yet received. The following is a list of those grants (e.g., safe routes to schools, transportation improvement board) totaling \$4.56 million in support of 5 projects.

Transportation Project	Grant Type	Grant Amount	Project Cost	Application Date	Notification Date
South Tacoma Way & 92nd Street Traffic Signal	TIB	\$ 884,800	\$ 1,106,000	Aug 2022	Dec 2022
Streets: Union Avenue; W Thorne Lane to Spruce Street	TIB	500,000	4,589,000	Aug 2022	Dec 2022
112th Sidewalks; Northside Farwest to Holden	SRTS	1,129,700	1,129,700	Jun 2022	Jan 2023
Streets: 100th Street; 59th to South Tacoma Way	TIB	1,362,369	3,139,000	Aug 2022	Dec 2022
John Dower Sidewalk; eastside, school to 75th	SRTS	687,745	759,246	Jun 2022	Jan 2023
TOTAL		\$ 4,564,614			

The City is also partnering with Sound Transit specific to the Lakewood Station Access Improvements Project, which is funded by Sound Transit funds totaling \$44 million (\$2019). The following is the list of the 11 proposed projects; there are 7 Tier 1 projects and 4 Tier 2 projects.

Tier 1 projects:

1. 112th from GLD to Bridgeport
2. 115th St Ct SW
3. 47th Ave, Pac Hwy to Clover Creek
4. Kendrick St SW, 111th to 108th St SW
5. Clover Creek Drive connections to City infrastructure
6. New York Ave SW/McCord Drive SW, Pacific Highway S to Bridgeport
7. Lincoln Ave, McCord to San Francisco

Tier 2 projects (funding availability):

1. San Francisco from Bridgeport to I-5 boundary
2. Chicago Ave from McCord Ave SW to I-5 boundary
3. Boston Ave from McCord Ave SW to I-5 boundary
4. McCord Ave and 47th across Bridgeport

Earlier this year, the Sound Transit Board expressed support for the projects and approved a motion for consultant support services for the next phase of the project. The next phase of work is the environmental work, which is underway. The expectation is that Sound Transit will complete all the SEPA work and then proceed with design. The City is positioning itself to do the design and construction management work on Sound Transit's behalf similar to how the City managed and took the lead with the 111th/112th road construction project.

Sound Transit will be working to begin releasing funds in 2024 so the design work can proceed. The only real question is can the funding go beyond the Tier 1 projects and into the Tier 2 list of projects as outlined above. Project implementation would begin in 2024 at the earliest with completion estimated to be by 2030.

Any grant awards and project would need to be included as part of a future budget adjustment process.

Sewer Capital Fund

The 2023 and 2024 sewer utility capital budget totals \$1,357,000 and \$353,400, respectively.

Proposed Sewer Utility Projects		2023	2024
1	Side Sewer CIPs	\$ 50,000	\$ 50,000
2	Rose Rd. & Forest Rd. Sewer Extension	1,074,000	90,000
3	Wadsworth, Silcox & Boat St. Sewer Extension	287,000	2,000,000
4	Grant Ave. & Orchard St. Sewer Extension	-	40,000
5	Program Administration	35,000	35,000
Total		\$ 1,446,000	\$ 2,215,000

Sewer capital projects include:

- Side Sewer Capital: These financial resources are set aside to design and construct side sewers to the sewer system in the Tillicum and Woodbrook neighborhoods. This program is set up as a loan program with costs paid back by property owners.
- Rose Road & Forest Road Sewer Extension: This project will construct the extension of existing sanitary sewer mains from the Portland Avenue/Rose Road intersection approximately 1,050 feet northwest to the 15400 block of Rose Road; from the 8900 block of Forest Road approximately 480 feet north and west to the intersection of Forest and Rose; and from Portland Avenue/Forest Road intersection approximately 720 feet to the 15200 block of Fern Street. Total new sewer line footage is 2,250 feet. Once completed, this sewer extension will make sanitary sewer service available to 59 properties which consist of 46 residential properties and 13 multi-family properties.
- Wadsworth, Silcox & Boat Street Sewer Extension: This project will design (construction to occur in 2025) the extension of sanitary sewer mains from the Portland Avenue/Wadsworth Street intersection approximately 630 feet north and west to the 15100 block of Boat Street; extend a force main from the 15100 block of Silcox Drive approximately 420 feet to the Boat Street/Wadsworth Street intersection; install a pump station in the 15100 block of Silcox Drive right of way; extend sewer main from the Portland Avenue/W Thorne Lane intersection approximately 840 feet to the 15100 block of Silcox Drive; extend sewer main from the 15100 block of Boat Street approximately 250 feet to the Boat Street/Silcox Drive intersection; extend sewer from the W Thorne Lane/Silcox Drive intersection approximately 720 feet to the 14300 block of W Thorne Lane; extend sewer from the W Thorne Lane/Woodlawn Street approximately 300 feet to the 14800 block of Woodlawn Street. Total new sewer line totals 2,740 feet of gravity line and 420 feet of force main. Once completed, this sewer extension will make sanitary sewer service available to 61 properties which consist of 60 residential properties and one commercial property. The residential properties are comprised of 40 single family properties and 20 multiple dwelling units ranging from 2 to 8 units per property. Total number of dwelling units for the 61 properties is approximately 122.
- Grant Avenue & Orchard Street Sewer Extension: The project will extend existing sanitary sewer mains from the Grant Ave./ Orchard St. intersection approximately 850 feet northeast to the 14800 block of Grant Ave.; from the Grant Ave./Berkeley St. intersection approximately 380 feet southwest to the 15500 block of Grant Ave; from Grant Ave./Orchard St. intersection approximately 340 feet to the 8400 block of Orchard St; and from the Orchard St./Union Ave. intersection approximately 310 feet northwest to the 8300 block of Orchard St. Total new sewer line footage is 1,880 feet. Road improvements will include new pavement, curb, gutter and sidewalk, and a new storm drainage system. Once the sanitary sewer system is operational is will make service available to 28 properties. 18 of the properties are single family. 9 of the properties have multiple dwelling units ranging from 2 to 6 units per property. 1 property contains the child care center located on the grounds of Tillicum Elementary. Total number of dwelling units for the 28 properties is 39.

Storm Water Utility Fund

The 2023 and 2024 Surface Water Management (SWM) Utility Fund amounts to \$9,124,630 and \$8,240,149, respectively, and includes both a maintenance operating and construction component. This budget continues to implement a storm water management program that meets the requirements of the NPDES Phase II permit.

Proposed Storm Water Utility Projects		2023	2024
1	Waughop Lake Treatment	\$ 250,000	\$ -
2	Clover Creek Streambank Restoration Study	135,000	-
3	2023 Drainage Pipe Repair Project (Construction)	340,000	-
4	2024 Drainage Pipe Repair Project (Design and Construction)	38,000	357,000
5	2025 Drainage Pipe Repair Project (Design)	-	40,000
Subtotal Storm Water Utility Projects		763,000	397,000
6	American Lake Management District	32,637	31,043
7	Transfer Out -- Transportation CIP	751,330	155,000
Total		\$ 1,546,967	\$ 583,043

Storm Water Utility capital projects include:

- Waughop Lake Treatment: This project will treat Waughop Lake to minimize future hazardous algae blooms. Tasks will include on-going monitoring, reporting and permitting through the Washington State Department of Ecology.
- Clover Creek Streambank Restoration Study: This project will evaluate alternatives to restore the streambank along Clover Creek from 47th Avenue SW to Bridgeport Way. Much of the existing streambank is covered with invasive weeds. Other areas have high erosion potential due to limited ground cover.
- 2023, 2024 and 2025 Drainage Pipe Repair Project (Construction): This project will design and construct the repair work needed on storm drain pipe and culverts city-wide. Repair locations will be based on pipe ratings as determined during video inspections.
- In addition, the City will continue with its support of the American Lake Management District that was formed in 2019. And as illustrated in the table above, the SWM Utility Fund also provides funding in support of transportation construction projects with a storm water element. This capital funding totals \$751,330 in 2023 and \$155,000 in 2024, which is consistent with SWM investments in recent years.

Internal Service Funds

The 2023 and 2024 Internal Service Funds amounts to \$15,003,336 and \$14,657,845, respectively. This budget includes four internal service funds: Fleet & Equipment, Property Management, Information Technology and Risk Management. The purpose of these funds is to account for all costs associated with operating and maintaining the City's vehicles, equipment, City owned facilities, information systems, and risk management functions.

The benefits of internal service funds include: measuring the full cost of the goods or services in order to attain greater economy, efficiency, and effectiveness during the acquisition and distribution of common goods and services used by the operating departments as well as facilitating the equitable sharing of costs among departments served. In order to achieve these benefits, costs are charged back to the departments that use services on a cost reimbursement basis.

The following is a summary of the vehicle and equipment replacements in the 2023/2024 biennial budget.

Proposed Fleet & Equipment Acquisitions		2023	2024
1	Replace police vehicles (17)	\$ 1,196,800	\$ -
2	Replace police vehicles (14)	-	985,600
3	Vehicle Mounted In-Car Video System for vehicle replacements	340,000	280,000
4	Replace O&M vehicle (2)	113,000	-
5	Replace O&M vehicle (1)	-	65,000
6	Replace Equipment (salt spreader, gator turf painter, trailers)	57,500	21,000
7	New Equipment (Tommy Lift, gator and grader attachment)	18,500	20,000
Total		\$ 1,725,800	\$ 1,371,600

This table outlines the projects that are included in the 2023/2024 property management biennial budget. These improvements are consistent with the six-year property management plan developed in mid-2016 and ensure the preservation and maintenance of City-owned facilities.

Proposed Property Management Projects		2023	2024
1	City Hall: Boiler and Chiller/Fan Replacement	\$ 230,000	\$ 130,000
2	City Hall: Plaza Improvements	50,000	-
3	Police Station: Parking Lot Gate Repair and Replacement	40,000	-
4	Police Station: Investment Grade Facility Audit	-	50,000
5	Police Station: Impound Yard Fencing Security	50,000	-
6	O&M Facility: Fuel Tank Replacement, Paving of Washdown Station & Perimeter	170,000	-
7	City Buildings & Facilities: City Parking Lot Improvement Program	5,000	5,000
Total		\$ 545,000	\$ 185,000

As outlined in the following table, new information technology programs and system upgrades are also included in the biennial budget. These items are consistent with the *Information Technology Plan* and also build upon deferred information technology projects that were funded beginning in 2014 and include computer, laptop and telephone system replacement.

This budget includes funding in support of continued replacement and updating of the City's information technology hardware and software systems. The budget also includes resources to expand wireless access points throughout the City providing additional Wi-Fi services for public access. And the budget includes funds to expand video surveillance cameras to provide law enforcement visibility at locations such as parking lots, high crime areas and City parks. The budget also provides funds to ensure cyber-security systems are in place to include awareness training for city personnel.

A key information technology that was funded as part of previous biennial budgets and currently underway is the implementation of a document management system and workflow system that will manage all City documents electronically to support the City transitioning to paperless. This builds upon the paperless systems that were previously implemented in support of the Municipal Court Department and Legal Department.

Proposed Information Technology Investments		2023	2024
1	Additional Wireless Access Points (WiFi)	\$ 20,000	\$ -
2	Expand Video Surveillance	-	50,000
3	Server/Hardware Upgrades	-	6,000
4	Computer Replacement	100,000	100,000
5	SAN Implementation (Storage Area Network)	-	35,000
6	Cyber Security	-	50,000
7	Copier Replacements	35,000	-
Total		\$ 155,000	\$ 241,000